

## HUNTERS HILL HIGH SCHOOL

### POLICY ON ATTENDANCE AND LATENESS OF STUDENTS

#### OVERVIEW

Hunters Hill High School acknowledges the strong correlation between student attendance and performance.

#### MAIN TENETS OF THE POLICY

- All students are required to attend Hunters Hill High whenever instruction is provided.
- In partnership with parents, the school works to ensure that student attendance as a core school responsibility.

The school will:

- Maintain a daily record of student attendance and maintain accurate records of student attendance.
- Report to the Home School Liaison Officer (HSLO) any permanent resident or Australian student under the age of 17 years whose attendance has dropped below 70%.
- Report to the International Students centre, any international student whose attendance is below the 80% minimum attendance for visa compliance.
- Contact parents/guardians by SMS or email message to report a student absence and seek a reply by SMS or in writing an explanation for the absence.
- Report to parents each student's cumulative attendance figures on biannual reports.

#### SCHOOL PRACTICE

- School attendance rolls are marked at roll call at the start (8.45 a.m.) of each school day.
- Students arriving at school after morning roll call must go to front office to register for the school day.
  - These students issued with an electronic slip recording school, name, date, time of arrival and reason for being late
  - Students must show the slip to the classroom teacher on arrival at their lesson
  - Students with a history of frequent late arrival will be counselled and may receive an after-school detention if lateness continues
  - HHHS has the expectation that parents supply written notification for absence, late arrival or request for early departure
- Classroom teachers are to maintain a class roll that is marked during each lesson of the school day.
- HHHS collates and publishes the *Daily Absent and Late Sheet* every school day. This is distributed to teacher staffrooms by 10.30 a.m., each morning.
- Teachers check their class rolls against the *Daily Absent and Late Sheet* and the Daily Information (Green) Sheet to identify student who are missing from class without explanation.

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#### SCHOOL PRACTICE cont.

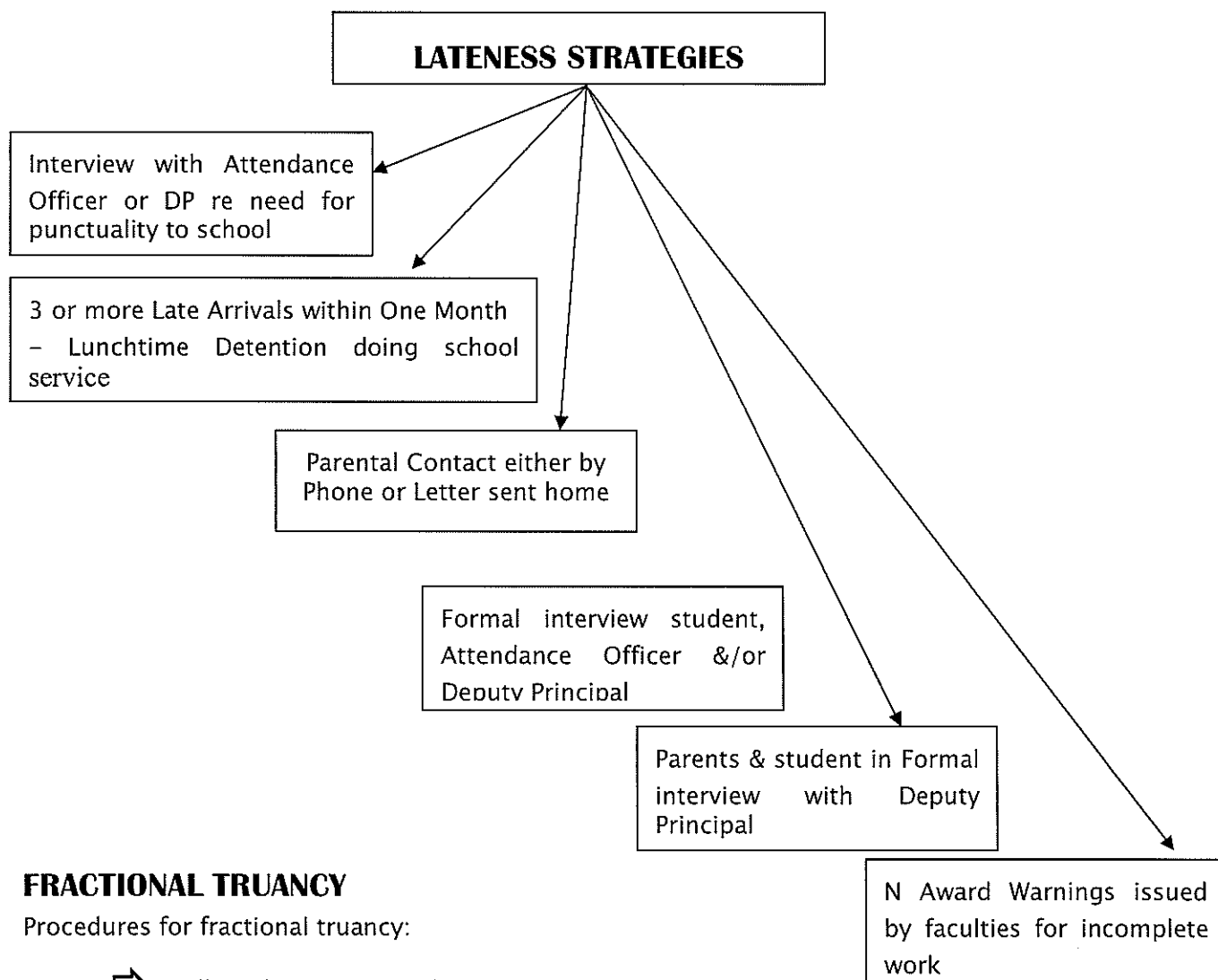
- Names of truanting students are reported to HT's, school will send SMS or emails to parents when students are confirmed as truanting
  - HT's issue after-school detentions to students who absent themselves without permission
  - Truancy letter generated on RISC
- Students leaving school early, bring a letter from a parent to the front office for processing. An electronic slip recording school, name, photo, date and time of departure is issued to the student.
- Students who are intending to be absent for an extended period for reasons such as overseas travel – parents are required to write to the principal requesting leave and explaining the circumstances. If leave is granted, students are to organise plans for missed work with individual teachers.
- The school communicates issues of attendance, punctuality and truancy via the following:
- Daily SMS text or email messages to parents or phone calls
  - Parent/Teacher Events
  - RISC Notifications of Truancy letters
  - Explanation statements within After-school Detention Notifications
  - Interviews – Teacher/ parent, Year Adviser, DP, and Principal
  - RISC Notification of Attendance Concern letters
  - Student Monitoring Books
- In circumstances where a disputation occurs regarding attendance, the school issues students with a *Confirmation of Attendance Sheet* whereby the student's teachers verify attendance using their records for each lesson on the day in dispute. The school roll is amended if found to be in error.
- Year Advisers are Learning Support Team members, they have responsibility for identifying Australian and permanent resident students with attendance rates below 70 % and international students whose attendance is below the 80% visa requirement.
- Deputy Principals prepare HSLO referrals for identified students.
- Deputy Principals meet with the HSLO to provide relevant background information about issues that may have impacted on a student e.g. hospitalisation, travel and bereavement.

#### TARGETS

1. Work to improve student attendance by Year Advisers monitoring attendance patterns of students in their years and interviewing students with attendance below 85% on a fortnightly basis
2. Reduce student lateness to school by at least 5%.
3. Ensure that all incidents of student fractional truancy are reported on RISC and to parents

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### FRACTIONAL TRUANCY

Procedures for fractional truancy:

- ⇒ Roll marking in every class
- ⇒ Check absentee sheet everyday
- ⇒ Check with office for sick bay or sign out
- ⇒ Inform reception, so they can send an SMS or email to the student's parents
- ⇒ Follow up with student, confirm truancy and inform them of work to be completed by next lesson.
- ⇒ Ring parents and record on RISC or an equivalent welfare database.
- ⇒ Create letter 'notice of truancy'. Take this to office for photocopying and posting.
- ⇒ Provide details to HT voicemail. HT will issue an Afterschool Detention.
- ⇒ HT will check After School detention book and follow up with the student if detention not completed
- ⇒ If the student fails to make up the required work, place on lunchtime detention.

*Reviewed 2015*