Attendance

Policy Scope
This policy relates to ACC Hume Ltd.

Policy
Students at ACC are expected to attend normal school hours every day of each term. In the event that a student is not in attendance, the college requires parents or guardians to provide an explanation for their child's absence from school.

The Register of Enrolments

1. The Administration Officer is responsible for the maintenance of the register of enrolments.
2. All student details are maintained in the student information system. This information includes:
   a. The name, age and address of students.
   b. The name and contact telephone number of parents and/or guardians.
   c. The date of enrolment and, where appropriate, the date of leaving the school and the student’s destination.
   d. The former school (for students 6 years or older)

Archiving of Attendance Records

1. In the event that a student leaves the school, the Administration Officer will change the status of the student from active to archived in student information system.
2. The student information system retains all student records and attendance records while they are enrolled in school and after they have left the college.
Procedures

The Attendance Process for the School Day

1. The classroom teacher will use the student information system to mark the official attendance at the beginning of the school day (between 9:00am and 9:30am, known as ‘Period 1’ on the system) and in the afternoon (between 1:40pm and 2:00pm, known as ‘Period 2’ on the system).

2. Students who are not present during the marking of attendance are to be recorded as absent. The student information system electronic database refers the list of absent students to the school office.

3. Students who arrive after the beginning of the school day are to report to the school office prior to going to class where the school administrator will change their status from absent to late. The student will be given a Late Slip and is required to hand it to their teacher as they enter the classroom.

4. If a student does not possess a Late Slip, they will be sent back to the school office to obtain one.

5. When a student is marked absent from school, the school administrator is to check if the school has been notified of the student’s absence verbally or in writing by the parent or guardian. This check is to occur no later than 11:00AM.
   a. If the student is absent and there is no record of an explanation from a parent or guardian, the school administrator will notify the parent that their child is not at school.
   b. If the parent or guardian has provided a written explanation, the school administrator will put a copy of the explanation into the student file and mark the absence record on the student information system electronic database as absent with explanation.
   c. If the parent or guardian has not provided a verbal or written explanation, the school administrator will leave the absence record as “absent without explanation”.

6. The school administrator is to follow up each absence by sending an email note requesting an explanation from the parent or guardian within a 7 day timeframe from the first day of any period of absence.

7. If the school does not receive an explanation of the absence from the parents within 7 days, the principal or delegate will take all reasonable measures to contact the parents within 2 school days after the 7 day timeframe has elapsed (if contact has not already been made). If contact cannot be made or an explanation not given, the Principal will write a formal letter asking to conduct a formal meeting with the parents.

Casual teachers, off-site activities and limited access to the internet or student information system.

1. When a Casual Teacher is employed the Administration Officer will manage the roll.

2. In the event of limited access to student information system (sports carnivals, school camps, excursions, internet connectivity problems etc) a hard copy of the roll is taken and then sent to the school office by either a student runner, phoned, emailed or messaged.
The process for ensuring the school attendance record is accurate

1. If an attendance roll has not been taken in the morning by 9:30am, and in the afternoon by 2:00pm, the school administrator will contact the teacher responsible for entering the data.

The process for monitoring students leaving during the school day

1. Parents or guardians are to notify the school office if their student is leaving school during school hours.
2. Precise times of arrival or departure will be recorded by the school administrator.
3. The school administrator will inform the classroom teacher if a student is going to leave school during school hours.
4. The classroom teacher will send the student to the school office at the time of departure.
5. Students are not permitted to leave the school unless formal arrangements are made through the school office.

The school monitors and manages Regular Non-Attendance as follows:

1. The college may observe trends in student attendance which identify regular non-attendance at the college.
2. A child is considered to have an unsatisfactory school attendance when they have:
   a. regular absences without explanation (despite follow-up from the school)
   b. regular absences and explanations provided by parents are not accepted by the principal, or
   c. extended periods of absence without an explanation or the explanation is not accepted by the principal. An extended period of absence may be consecutive or irregular patterns of non-attendance.
3. The Principal or their delegate will notify the parent or guardian and request an explanation of the regular non-attendance.
4. If the non-attendance is not resolved, the Principal or their delegate will write to the parent/guardian requesting an immediate resolution.
5. The school will implement strategies for improving attendance in attempting to restore a student's attendance. For example a student may be placed on a plan to improve attendance, which outlines agreed actions and the persons responsible (e.g. the student, the parent/s and the school), with the intention of restoring the student's attendance to a satisfactory level.
6. Failing resolution, the college will unenroll the student.

Frequent absences being explained as illnesses?

1. Where frequent absences are explained as being due to illness, the principal will consult with parents regarding the health care needs of the child.
2. The Principal can request that the parents provide a medical certificate if they have concerns with the explanation provided, or where there is a history of poor attendance.

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3. Where the principal has concerns about the medical certificates being produced for absences they can ask the parents to request that the medical certificate states “the child is unfit for school” on specified dates.

4. If the principal has ongoing concerns they can request the parent’s consent for a doctor to provide information to the school about their child’s health condition. It is essential the school has all relevant information so that the learning and health care needs of the student can be addressed. If the request is denied or if the principal is still not satisfied with the reason for absence, they can record the absence as ‘unjustified’. The principal must consider whether the habitual absence or parental attitude places the child or young person at suspected risk of harm.

Policy Review
On change of legislation or at the direction of the School Board of ACC Hume Ltd.

Policy Version
4.0