



MOUNT BARKER HIGH SCHOOL STUDENT ATTENDANCE POLICY AND PROCEDURES FOR PARENTS & CAREGIVERS

Legal requirements

Schools have a legal responsibility to keep accurate attendance data for all students enrolled in the school. Attendance records must be accurate to ensure the safety of all students particularly in the event of an emergency e.g. fire.

Care Group and Subject teachers are responsible for recording and maintaining attendance records of students.

Attendance expectations

All students are expected to attend the educational/school program developed for them. Attendance is essential to ensure:

- Continuity and maximising student learning
- Maximising life choices for students beyond school
- Maximising opportunities for student success
- Maintaining relationships with their peers, friends and teachers

School practices to support attendance

School expectations in relation to attendance are supported through:

- Information to parents/caregivers about attendance expectations in newsletter and an attendance pamphlet
- SMS sent to mobile phone numbers of parents/caregivers (where mobile phone number has been supplied) when notification of non-attendance has not occurred
- Email or phone call to parents/caregivers when notification of non-attendance has not been received within three days
- Attendance referral to Department for Education Attendance Officers for students who are under compulsion and not attending school
- Alternative pathways established for students who are over the age of compulsion and not attending school

Recording attendance – school responsibility

1. Each day Care Group teachers indicate students present by marking the student as present in DayMap. Where reason for absence is known the appropriate code is selected. The Care Group teacher selects unexplained if there is no known reason for absence.
2. Where information about previous absences becomes available, the appropriate code will be changed for the day(s).
3. Where there is unexplained non-attendance, the Care Group teacher will follow-up the absence via phone call or email.
4. Subject teachers record student attendance on DayMap each lesson.

5. Where a student has been absent from a lesson, but is recorded as present for the previous or next lesson, the subject teacher will –
 - a. Check whether the student was absent from their lesson for legitimate reasons (i.e. excursion, rehearsals etc)
 - b. Issue a detention
 - c. Let the relevant sub-school leader know
 - d. Contact the parent/caregiver

Recording attendance – parent/caregiver responsibility

1. Parents/caregivers are asked to notify the school of student absences and provide a reason via phone call, email or DayMap message, preferably on the morning of the absence.
2. If students need to leave the school during the day for an appointment or similar parents/caregivers will need to notify the school in writing before this can happen (DayMap message or email is accepted).

Recording attendance – student responsibility

1. Students arriving late to school must report to Student Services in the front office and have a late slip generated by the Attendance Incidental Manager.
2. Students leaving school before normal dismissal time need to report to Student Services in the front office with written permission from their parent/caregiver and have a early departure slip generated by the Attendance Incidental Manager.