Belief Statement
At Unley High School, we believe student attendance is an essential part of fulfilling the requirements of our educational program. Regular attendance enables students to access a full education and reach their full potential. School staff are expected to set an example for students, encouraging and emphasising attendance and punctuality.

Rationale
Parents/Caregivers have a legal responsibility to ensure children between the ages of 6 and 17 years attend school, irrespective of distance from the school or whether a child has a disability or not. Students are required to be enrolled at a registered government or non-government school and must attend school every day instruction is provided for the child, unless the Minister for Education and Child Development has granted an exemption from school attendance. The Education Act 1972 outlines the appropriate regulations pertaining to school attendance.

Students under the age of compulsion (17 years), attend school to access curriculum and support that will help them prepare for their future pathways to further education, training and employment. Students under the age of compulsion who do not engage will be supported to re-engage with their schooling. Students over the age of compulsion who do not engage will be supported to negotiate/consider alternative pathways.

The Department for Education and Child Development (DECD) has a legal responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance. In turn, Unley High School has responsibility for fulfilling DECD student attendance data collection and reporting requirements.

Parent/Caregiver Responsibilities
- Parents/Caregivers are responsible for children getting to and from school, with the understanding that student supervision begins at 8:30am and ceases at 3:15pm.
- Inform the school of student absence by emailing their child’s Home Group Teacher or phoning 8272 1455, prior to 8:30am wherever possible.
- Parents/Caregivers must provide the school with an appropriate explanation for non-attendance. This could comprise a letter, planner note, phone call, email, or a medical certificate.
- If an extended absence of more than three days is planned, Parents/Caregivers must complete an Application for Exemption from School Attendance form and notify their Home Group Teacher at least four weeks prior. Forms are available from Student Services at school. If the absence is for four weeks or more, a letter outlining the purpose for the absence and a study plan from teachers must accompany the Application for Exemption from School Attendance form. All Year 11 and 12 students must include a letter outlining the purpose for the absence and a study plan from teachers must accompany the Application for Exemption from School Attendance form for absences of more than one week. Forms, study plans and letters should be returned to Student Services. It is recommended that families plan holidays during school holiday periods wherever possible. Please be aware if students miss assessment tasks while absent for family holidays, their grades may be affected, making them exempt from Academic Achievement Awards.
- For students undertaking SACE, a medical certificate must be provided if assessment deadlines will be missed due to illness.
- A note is required from Parents/Caregivers if a student arrives late to school or is to leave school prior to normal dismissal.

Student Responsibilities
➢ Attend school every day school is open.
➢ Attend each of their scheduled lessons on time and for the duration of the lesson.
➢ Catch up on any work missed due to absence, ie be proactive in following up with teachers, and negotiating a completion date. The Learning Centre can be utilized to assist with this.
➢ When arriving after 8:45am, sign in at Student Services and provide an explanation in writing which is signed by a Parent/Caregiver.
➢ If leaving school at any time during the day, sign out at Student Services and provide an explanation in writing, which is signed by a Parent Caregiver.
➢ Comply with consequences resulting from truancy from lessons or school.
➢ Senior students who have unscheduled lessons at the beginning or end of the day may negotiate with their Home Group Teacher to study from home during these times and attend scheduled lessons only.

Home Group Teacher Responsibilities
➢ Take roll in Home Group and record attendance details in DayMap.
➢ Monitor student attendance for patterns of absence.
➢ If a student is absent for three or more days consecutively without explanation, contact Parent/Caregiver.
➢ Document all attempts to contact Parent/Caregiver in DayMap.
➢ If absences continue, or a pattern is noted, refer matter to Year Level Manager (YLM).
➢ Sign any notes and forward any emails regarding a student leaving school during the day to Student Services.

Subject Teacher Responsibilities
➢ Take roll in class and record attendance details in DayMap.
➢ If a student truants a lesson, if appropriate, issues an After School Detention.
➢ If this reoccurs, inform YLM, Parent/Caregiver and Home Group Teacher.

Year Level Manager Responsibilities
➢ Follow up referrals from Home Group Teacher and Subject Teachers.
➢ Speak with student.
➢ Document all attempts to contact Parents/Caregivers in DayMap.
➢ If a wellbeing issue is causing a lack of attendance, refer student to a Student Counsellor.

Student Counsellor Responsibilities
➢ Follow up referrals from YLM.
➢ Speak with student.
➢ Document all attempts to contact Parents/Caregivers in Counsellor Notes.
➢ If a satisfactory solution is not determined, refer to Attendance Officer.

Assistant/Deputy Principal Responsibilities
➢ Follow up referrals from YLM and Student Counsellor.
➢ Document all attempts to contact Parents/Caregivers in DayMap.
➢ If a satisfactory solution is not determined, refer to Attendance Officer.
RE: Name of Student’s attendance at school

Dear First name of parent(s)

Schooling impacts on a young individual’s life in so many ways: it helps set foundations on how to build strong friendships, keeps their learning at the same pace as their peers and most importantly, it impacts on the range of choices that will be available later on in life.

Additionally, the Education Act (1972) requires that children of compulsory school age (6 - 17 years) are enrolled at and attending school. As XXXXX’s parent/guardian you have a responsibility to make sure he/she attends school every day and is on time.

Up to and including today, XXXXX has had a number of days absent from school (please see attached attendance data). The school is concerned about how much time XXXXX has missed, and whilst we understand that there may be many reasons as to why XXXXX has been absent from school, an improvement needs to occur.

We have made many attempts to contact you at different times to resolve the situation, however we have been unable to contact you. Please contact XXXXXX XXXXXX via either firstname.lastname@uhs.sa.edu.au, or 8272 1455 as soon as possible to set up a meeting to discuss the situation.

Kindest regards,

First name Surname
Position

Principal’s name
Principal