



# ATTENDANCE POLICY

## PURPOSE

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 education effectively 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 unless the Minister for Education has granted an exemption from school attendance. The Education and Children Service's Act 2019 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 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 Department for Education student attendance data collection and reporting requirements.

## ROLES & RESPONSIBILITIES

### Parents/Carers

- Parents/Carers are responsible for children getting to and from school, with the understanding that student supervision begins at 9:00am and ceases at 3:30pm.
- Inform the school of student absences by emailing [dl.0797.absences@schools.sa.edu.au](mailto:dl.0797.absences@schools.sa.edu.au), by phoning 8394 5400 (press 1), prior to 8:45am wherever possible, or texting the automated text system after a unexplained absence has been flagged with the parent/carer.
- Parents/Carers must provide the school with an appropriate explanation for non-attendance. This could comprise a text message, email, phone call, and/or a medical certificate.
- If an extended absence of four days or more is planned, Parents/Caregivers must complete an *Application for Exemption from School Attendance* form and notify their PSI Teacher at least four weeks prior. Forms are available at [www.education.sa.gov.au](http://www.education.sa.gov.au) or 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. This may impact on Academic Awards.
- For students undertaking SACE, a medical certificate is requested if assessment deadlines will be missed due to illness.
- A note is required from Parents/Carers if a student arrives late to school or is to leave school prior to normal dismissal.



## Students

- Attend school every day school is open.
- Attend each scheduled lesson on time and for the duration of the lesson.
- Catch up on any work missed due to absence, be proactive in following up with teachers, and negotiate a completion date. The Learning Centre can be utilised to assist with this.
- Lesson 1 begins at 9.00am.
- When arriving after 9.00am, sign in at Student Services and provide an explanation in writing which is signed by a Parent/Carer.
- If leaving school before that day's lessons have been completed, sign out at Student Services, and provide an explanation in writing, which is signed by a Parent/Carer.
- 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.

## PSI Teacher

- Take roll in PSI and record attendance/absence details, as well as lateness in Daymap.
- Sign any notes and forward any emails regarding a student leaving school during the day to Student Services.
- If a student is absent for three consecutive days without explanation, contact the Parent/Carer.
- Document all attempts to contact Parent/Carer in Daymap.
- If absences/lateness continue, or a pattern is noted, refer matter to Year Level Leader (YLL).
- Monitor student attendance and lateness for patterns of absence/lateness, including reasons.

## Subject Teacher

- Take roll in class and record attendance details in Daymap.
- If a student truants a lesson, if appropriate, issue an After School Detention/Catch up.
- If truancy reoccurs, inform YLL, Parent/Carer and Home Group Teacher.
- If a student arrives late to class having not attended school yet, ensure they have signed in by checking Day Map, and if needed send them to Student Services to sign in.
- If a student arrives late to class having been present in other lessons:
  - o for a first offence have a conversation with the student and warn of future lateness leading to a detention.
  - o for repeat offence/s follow the detention process, including contacting home, and inform PSI teacher and YLL.

## Year Level Leader

- Follow up referrals from Home Group Teacher and Subject Teachers with the student.
- Document attempts to contact Parents/Carers in Daymap.
- If a wellbeing issue is causing a lack of attendance or lateness, refer the student to a Student Wellbeing Coordinator.
- Implement tier 2 strategies targeting attendance and lateness.



### Student Wellbeing Leader

- Follow up referrals from YLL with the student.
- Document attempts to contact Parents/Caregivers in Daymap.
- If a satisfactory solution is not determined, refer to Attendance Officer.

### Head of Sub School

- Follow up referrals from YLL and Student Wellbeing Coordinator.
- Document attempts to contact Parents/Caregivers in Daymap.
- If a satisfactory solution is not determined, refer to Attendance Officer.

### Monitor and review

The school leadership team conducts a regular review of policies and procedures.

This Policy is subject to review before the end of 2025.