



## UNDERDALE HIGH SCHOOL – ATTENDANCE POLICY

Underdale High School is committed to providing a safe and supportive environment for all students and regular attendance and engagement in the learning program will influence educational and life success. Research shows that regular non-attendance can have a big impact on students' academic achievements and affect their relationships with other students, and lead to social isolation.

### DECD Requirements

*The South Australian Government has identified improved attendance as a priority for the Department of Education and Child Development (DECD) schools with the aim to achieve 95% minimum attendance for all students.*

*To achieve this:*

- The Educational Act specifies that a child who is under 17 years of age must attend school.
- The parent/caregiver has the primary responsibility for meeting this legal requirement.
- Schools have the legal responsibility to record and monitor attendance
- Schools must take appropriate action to rectify problems of non-attendance.
- Students who are in receipt of Youth Allowance are allowed no more than 5 days of unexplained absence from school in a term Students in breach of this Mutual Obligation to Centrelink can incur a loss of entitlements.

Therefore, Underdale High School will aim to use early intervention strategies and communication with parents/caregivers as keys to improving attendance.

This includes:

- Promoting high expectations for school attendance through newsletter items and acknowledgement of improvement in attendance.
- Home Group Teacher monitoring overall attendance.
- Discussions with parent/caregiver about the significance of regular attendance and its impact on student achievement.
- Year Level Coordinator referring to Behaviour Management Policy to outline possible consequences for students who do not provide an acceptable explanation of non-attendance.
- Student Services Team to facilitate family meetings for chronic non-attenders, discuss and monitor strategies to improve attendance.

### Attendance Expectations

School commences at 8.45 am each day and finishes at 3.15, except Wednesday, when the school day finishes at 2.15 pm. All students who arrive/depart outside of these times must provide an explanation from a parent/caregiver when signing in/out of Students Services.

### Exceptions:

- Senior students who have no scheduled lessons at the beginning/end of the day can *sign in/out* as Home Study. Timetable must to be presented to Student Services
- Students on alternate learning programs. Timetable to be presented to Student Services.
- Students, in consultation with Year Level Coordinators, who have alternative arrangements.

### Reasons for absence

The Parent/Caregiver is required to promptly provide an explanation for absence, either by:

- Telephone: Contact the School on 8301 8000.
- Email: Contact the Home Group Teacher via email.
- Diary Note: Provide a note on the day of return from absence.



### RESPONSIBILITIES OF STUDENTS AND FAMILIES

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*Also refer to the Student Attendance and Absence Procedures Flowchart.*

#### Student

- Attend school and all scheduled lessons each day unless there is an acceptable reason for an absence.
- Arrive at school prior to the first bell (8.40 am) and remain on site unless there is permission to leave early.
- Students who have Home Study or another valid explanation for arriving/leaving out of normal school hours must sign in/out at Student Services.
- Check DAYMAP to complete work that has been set on day of absence.
- In negotiation with the Subject Teacher, assessment due on day of absence must be completed and, as required, accompanied with a valid medical certificate according to the Submission of Work Policy.
- Remind parent/caregiver to promptly provide an explanation for absence/lateness to the school.

#### Parent/Caregiver

- Ensure that your child is enrolled at school and regularly attends the educational program offered at Underdale High School.
- Contact the school promptly via phone, email or note to provide an explanation for absence/lateness.
- Access DAYMAP Parent Portal to monitor your child's attendance and assessment requirements, especially when absent.
- Acceptable explanations for absence will only include:
  - Illness (Year 11/12 absences from summative assessment must be accompanied with a valid medical certificate).
  - Illness (3 or more consecutive days must be verified by a medical certificate).
  - Medical/dental appointments that cannot be made out of school hours (verified by appointment card).
  - Family trauma/bereavement (parent/caregiver note).
  - Days of religious or cultural significance.
  - Other reasons accepted by the Principal.
- Students who are absent from school for more than 3 days for family holiday or reasons other than illness need to complete an exemption form before they leave, available from the front office.

#### RESPONSIBILITIES FOR MONITORING ATTENDANCE AT UNDERDALE HIGH SCHOOL

Student Services Team, Subject Teachers and Home Group Teachers will monitor student attendance. If a student has an unexplained absence an SMS will be sent to the parent/caregiver. Where a pattern of non-attendance is identified then appropriate action will be taken and will include family meetings.

*Ultimate responsibility for monitoring attendance rests with the Home Group Teacher.*

#### Home Group Teacher

- Explanation to students of expectations, responsibilities and support around attendance.
- Maintain accurate electronic records using DAYMAP, marking and updating roll with appropriate code **every** lesson.
- Home Group Teacher is informed by Subject Teacher to follow up unexplained lesson absences.
- Consistently monitor partial and full day absences and follow up unexplained absences using agreed procedures and consequences as appropriate.
- Contact parent/caregiver for all unexplained absences according to UHS procedures.



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- Monitor student attendance to all subject lessons weekly and follow up unexplained lesson absences with Subject Teachers, students and parent/caregiver.
- Record appropriate actions taken in student Attendance Note on DAYMAP.
- Refer to Year Level Coordinators if additional support and early intervention is required.
- Cross reference DAYMAP roll to EDSAS printout for accuracy of attendance data.
- **International Students:** Due to visa requirements the lesson and daily attendance of international students must be closely monitored. Please report any absences to the International Students Program coordinator. (International students are required to maintain at least 80% attendance of the scheduled contact time each term and cannot be absent for more than 4 consecutive days)

### Subject Teacher

- Maintain accurate subject rolls using DAYMAP, marking roll with appropriate code **every** lesson.
- Ensure students are punctual to all lessons.
- Monitor attendance and inform Home Group Teacher immediately, via email (cc Year Level Coordinator), of any unexplained student absence/lateness.
- Send/email letter of concern to parent/caregiver for non-attendance.
- Document actions taken in student Attendance Note on DAYMAP.
- Record class work, homework and assessment tasks using DAYMAP to support students to catch up with work taught and assessment tasks set if absent.
- All missed summative work must be completed by students according to the Submission of Work Policy and by negotiation with the Subject Teacher and, as required, accompanied with a valid medical certificate
- Refer to Year Level Coordinator students who have absences of 20% or greater after 4 weeks of the commencement in a subject.

### Year Level Coordinator

- Monitor student attendance weekly through DAYMAP checks.
- Follow up students referred by Home Group and Subject Teachers.
- Facilitate meetings with families of students who are repeatedly late/absent.
- Develop strategies with students and monitor progress through a Student Learning Plan.
- Refer to Behaviour Management Policy to outline possible consequences for repeated absences/lateness.
- Manage student referrals with chronic attendance issues (10 days or more)
- Monitor students at risk with continuing attendance issues at weekly Case Management meetings.
- Document actions taken in student Attendance Note on DAYMAP.

### Student Services Team

- Support Year Level Coordinators with Case Management of chronic non-attenders.
- Oversee collection and analysis of data to monitor student attendance and identify students with continuing attendance issues.
- Maintain Datawall to provide meaningful data for staff to monitor student attendance.
- Assistant Principal oversees Case Management for chronic non-attenders and manages referrals to DECD Regional Attendance Officer (10 days or more).
- Student Counsellors support students and families in managing attendance issues.
- VET Coordinator investigates alternative educational pathways for identified students.
- FLO Coordinator investigates and supports students in their retention in learning programs.
- Document actions taken in student Attendance Note on DAYMAP.

*Also refer to the Student Attendance and Absence Procedures Flowchart*



### Student Attendance and Absence Procedures

## STUDENT ABSENCE

Parent/Caregiver to promptly provide an explanation for absence via phone, email or note

**EXPLAINED**

**UNEXPLAINED**

Correct code entered into DAYMAP  
(Attendance Note added if necessary)

Home Group Teacher to contact Parent/Caregiver by phone for unexplained absences

**ABSENCE EXPLAINED**

**ABSENCE UNEXPLAINED**

Correct code entered into DAYMAP  
(Attendance Note added if necessary)

Home Group Teacher to contact home after 3 consecutive days

**ABSENCE EXPLAINED**

**ABSENCE UNEXPLAINED**

Correct code entered into DAYMAP  
(Attendance Note added if necessary)

Home Group Teacher sends *Attendance Notification*, asking for a response within 3 days requesting explanations for all absences

**RESPONSE TO LETTER**

**NO RESPONSE TO LETTER**

Correct code entered into DAYMAP  
(Attendance Note added if necessary)

**Student under 17 years old**

**Student over 17 years old**

Refer to Year Level Coordinator

Refer to Year Level Coordinator

Refer to AP and Parent/Caregiver contacted and strategies implemented to manage attendance issues

Referral to the DECD Attendance Officer

Initiation of School Leavers Clearance by AP/Principal

Record all actions taken in DAYMAP Attendance Notes