Lynall Hall Community School

Attendance Policy

At Lynall Hall Community School we recognise that student success can be enabled by regular attendance. Regular attendance enables students to access a full education and gain maximum benefit from their schooling in order to reach their full potential. Student attendance is dependent on a supportive school environment, a curriculum that engages and provides for all students and structures and approaches that facilitate the success of all students. We acknowledge that regular monitoring of student attendance enables identification of students at risk and the early implementation of intervention strategies. We also acknowledge our obligation to monitor the legal requirement for all students under sixteen years to attend school, and that we have a duty of care for all students including those over the compulsory school age.

PURPOSE:

Maximise the attendance of all students
Support families in achieving regular attendance for their children
Provide organisational structures which support the early detection and identification of causes of student non-attendance
Identify and support all students at risk of non-attendance
Support staff in monitoring and following up all absences
Ensure the efficiency and accuracy of data collection for school, legal and audit requirements

GUIDELINES:

Attendance depends on active cooperation between the school, parent/carers and the student. Whilst the primary responsibility for meeting the legal requirement for student attendance rests with the parent/carer, the school has the responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance.
Within the school the principal has the overall responsibility for student attendance, but as attendance is fundamental to the role of teachers, all staff are actively and cooperatively involved in its maintenance.
Shared Expectations for Attendance

Students
- Attend and be punctual for all timetabled classes
- Notify school on the first day of absence
- Provide a medical certificate/written note to homeroom teacher on return to school
- Sign in at office and provide explanation if late for school
- Work cooperatively with the school to develop personal attendance improvement goals and strategies when their attendance has been inconsistent
- Discuss with each teacher procedures for catching up on any work missed through lateness or absence

Parents
- Promote and provide organizational support to their child for full attendance and participation at school on all designated school days
- Ensure that the student attends and is punctual each school day
- Notify the school on the first day of absence
- Notify the school (preferably in advance) if a student is to be absent
- Provide written explanation to the school for each student absence
- Work cooperatively and collaboratively with the school and their child to develop and implement improvement strategies when attendance has been inconsistent due to reasons deemed unsatisfactory by the school
- Support their child’s learning during consistent or prolonged absence
- Work cooperatively the school in supporting the child to return to school and reintegrate after prolonged absence
- Contact the homeroom teacher or year level coordinator for assistance if a student is resistant to attending school
- Ensure that contact details for the child are correct and up to date

Classroom Teacher
- Accurately and consistently mark the travelling roll and maintain class attendance roll
- Follow up consistent lateness
- Monitor students and seek support from homeroom teachers/Areas Principal with concerns
- Support students who are absent and supply work missed
- Notify the CASES 21 operator in advance of students attending excursions.

Homeroom Teacher
• Accurately mark and maintain daily rolls
• Ask for and process notes to approve absences
• Monitor students and discuss with individual students when attendance is a concern.
• Seek support from Assistant Principal if any student’s attendance is an ongoing concern

**Assistant Principal**

• Ensure that very clear attendance expectations are evident to students and parents
• Ensure that a good example is set by all staff with attendance and punctuality
• Oversee the consistent implementation and review of policies and procedures
• Coordinate monitor and support Homeroom teachers, Teachers, students and Parents to implement attendance procedures and policy.
• Identify and follow up student absences through analysis of attendance data
• Regularly monitor percentage student attendance rates
• Support the progress of students at risk through liaison with homeroom teachers.

**Principal**

• Encourage the development of policies and culture, which encourage student engagement and attendance.
• Ensure that attendance policy and practices are implemented and reviewed on a regular basis

**Community Liaison Officer(s)**

• Make telephone contact with parents/guardians of students with unexplained absences or absences deemed unsatisfactory by the school
• Provide information to the Assistant Principal to enable identification and support of students at risk on non attendance

**Student Support Services**

• Support of all staff in early intervention of all at risk students

**CASES 21 Operator**

• Generate and maintain class roll
• Accurately input daily absences and absence information on CASES 21
• Produce a daily list of absences
• Facilitate the tracking of student lateness
• Provide CASES 21 reports to homeroom teachers on request