2014 Le Fevre High School Attendance Policy and Improvement Strategies

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The South Australian Government has identified improved attendance as a priority for the Department of Education and Child Development (DECD) schools.

A child who is between 6 years and 16 years is required to attend school. In addition, since 1 January 2009 all students aged between 16-17 years must participate full-time in an approved learning program. These students are required to be enrolled at a registered government or non-government school and must attend the school on every day instruction is provided at the school for the child, unless the Minister has granted an exemption from the school.

The primary responsibility for meeting this legal requirement rests with the parent/caregiver. The responsibility for enforcing school attendance is with the Department for Education and Child Development (DECD). The Department therefore has a legal responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance.

Recording Student Attendance (Care Group Teacher)
Attendance is recorded in the DUX Assist System every day. Attendance taken during the care group period is imported into EDSAS for DECD/Centrelink purposes. Specific codes are used to identify the different reasons why students may be absent. Attendance is taken by Care Group teachers using a palm pilot. If a relief teacher does not have a palm pilot, a manual list is recorded and updated on the EDSAS system before the end of recess.

Recording Student Attendance (Subject Teacher)
Attendance is recorded in subject teacher’s electronic roll book on DAYMAP. When a student is absent without explanation the teacher will inform the care group teacher of this absence. The Care Group teacher will then follow up on this absence and respond to the subject teacher. Persistent unexplained absence from subjects will be followed up via this means and will lead to Year Level Coordinator intervention through the Student Behaviour Management Framework.

Reasons for absence
It is the parent/caregiver responsibility to communicate all reasons for absence directly to Student Services or Reception or to the Care Group teacher either by:

- Telephone 8449 7004
- SMS to 0427 186 710
- Email dl.0814_info@schools.sa.edu.au
- or a note in the student diary can also be taken to the Care Group Teacher.
Monitoring Attendance Data
Executive team, Student Management/Wellbeing team, Year Level Managers and Care Group teachers will monitor student attendance. If a student has an unexplained absence then an SMS will be sent to the parent/caregiver. Where a pattern of non-attendance is identified then appropriate action will be taken which may include parent/caregiver contact, 5 day letter of absence and 10 day letter of absence and/or referral to the DECD attendance officer.

*Ultimate responsibility for monitoring attendance rests with the care group teacher.*

Recording Student Lateness
Students who are late to school are required to report to Student Services to sign in and receive a printed slip. The slip is presented to Student Services which is returned to the care group teacher. Students who arrive late to class are required to show the checked and signed slip (copy) to the teacher. Students who do not have a checked slip are to be sent to Student Services to get one. Unexplained lateness also leads to an SMS being generated.

Leaving School during the day
Year 12 students who have study lessons during the day are allowed under certain approved conditions determined by the school to leave the premises, and provided they have prior approval from their parent/caregiver. They must sign in and out of Student Services.

All students who leave school early must sign out otherwise they will have unexplained absences recorded and consequences may apply.

All students must report to Student Services if they wish to leave school due to illness or appointment and staff will contact a parent/caregiver for approval.

Attendance Improvement Plan
Over recent years we have employed the following strategies to focus on promoting attendance at school:

- **The adoption of the SMS messaging system to advise parents of unexplained student absence or lateness.** This was implemented during Semester 2 2011 and had an initial significant impact on average attendance rates during that period with improvements of over 20% at some year levels, especially at years 9 and 10

- The employment of a second Aboriginal Community Education Officer and a specialist mentor and the SAASTA program supported Aboriginal student attendance
- A n electronic live data roll book system in DAYMAP is used to record attendance at school
- Parents were provided with an EDSAS absence report with each term assessment
- Regular contact home including home visits for regular non-attendees by care group, year level and Aboriginal Education staff
- Continued delivery of a structured whole school care group program
- All curriculum areas designed, customised, modified and delivered engaging curriculum
- We continued to profile the importance of students attending school through the newsletter
- We continued to refer non-attending students to the district attendance officer
- We identified a number of students for specialised support as FLO (Flexible Learning Options) students to support their retention in learning programs.
**Attendance improvement strategies:**
From recent years data there has been further improvements, particularly once we introduced the SMS message system. In addition, ATSI students had higher than average attendance rates. Early in 2011 we participated in a DECD study analysing our strategies for improving ATSI attendance.

It is therefore necessary for us to again continue a focus on attendance especially in relation to our younger aboriginal students. We are hopeful that the SMS system will continue to support significantly improved attendance data for 2014.
In addition:
- Curriculum areas continue to focus on engaging curriculum design and delivery especially through the IB program
- Continue to profile in the community the importance of students attending school
- Continue the Palm system that will record daily attendance for care group
- Continue to work closely with families of students with a non-attending child
- Refer non-attendees to the regional attendance officer in a timely manner