

# Plympton International College

## Attendance Policy



**Plympton  
International  
College**

普林顿国际学校

*Centre of excellence  
for R-12 learners*

学前班 - 12年级学生的卓越教育中心

### **Rationale:**

The Education Act requires that children of school age (under seventeen years) are in full time attendance at a government or registered non-government school unless formally exempt. Plympton International College requires that enrolled post-compulsory aged students attend school full-time unless an alternative pathway or further study is negotiated and approved by the college.

As a College, we are committed to preparing children and young people for successful participation in learning. Continuity of relationships and learning in an educational program is dependent upon attendance.

- Attendance is a shared responsibility between staff, parents/caregivers, students and members of the broader community.
- Students who have patterns of poor attendance are at risk of not achieving their potential in educational and social development. This means these students may:
  - have significant negative impacts on their wellbeing
  - be at risk of disengaging and being socially isolated
  - have reduced post school options

### **Aims:**

- To maximise student learning opportunities and achievement.
- To provide educational programs that promotes attendance and engagement for all students.
- To intervene when attendance and engagement patterns indicate that learners are at risk of not realising their educational and social development potential.
- Strengthen partnerships with parents/caregivers and families to support student engagement and learning.
- To support the vision, guiding principles and values of the college.

### **Implementation:**

- All enrolled students, under the age of compulsion, are required to attend school, punctually, every day unless reasonable and valid grounds exist for them to be absent.
- Any planned extended absence (e.g. overseas travel) must be approved by the college and an Exemption Form completed.
- Parents have a responsibility to ensure that their children attend the college regularly, and are only absent if ill or if absolutely necessary. Parents have a further responsibility to respond to the SMS message sent by the school or provide a written note to the school explaining why an absence has occurred.
- Parents of students who are to be absent are required to telephone the school before 9:30 am to report the absence. If an explanation has not been

received by 11.00 am a message will be sent, via SMS, to those parents/caregivers who have registered their mobile phone number with the school. The absence is then to be confirmed in writing by a note from parents.

- Independent students not living with parents or guardians are also required to provide notes.
- Home Group/Classroom teachers will:
  - record student attendance and non-attendance at school on Sentral
  - Contact parents/caregivers if a student is absent on the 3rd consecutive day without parent notification
  - Follow up student absences and late arrivals by ensuring an explanation is received from parents or caregivers for all occasions
  - Update Sentral
  - Will contact parents of absent students in their Home Group/Classes if communication from parents is not forthcoming.
  - Monitor student attendance patterns and identifying possible school avoidance
  - Refer concerns to the Year Level Manager and/or Wellbeing Coordinator.
- All staff are responsible for monitoring and investigating student absences.
- Year 7 – 12 subject teachers will ensure all student attendance is recorded on Sentral for each lesson.
- Subject teachers will make contact with parents and caregivers if there is an issue with attendance in their lesson as well as keeping the Home Group teacher informed. They may choose to inform the Year Level Manager of any student related issues that are in need of collaborative or additional support. The Wellbeing Leader will support teachers with the monitoring of student attendance.
- Ongoing unexplained absences or lack of cooperation regarding student attendance will result in a referral to the Student Review Team and or DECD Support Services.
- Unresolved attendance issues for students under the age of compulsion may result in an alternative program being negotiated.
- Unresolved attendance issues of post-compulsory students may result in the termination of their enrolment.
- Students who arrive late to school on any day must sign in at the Front Office where the lateness is recorded. They will need to provide a reason for their lateness.
- Repeated unexplained or inadequately explained late arrivals to school will incur a consequence as per the process developed and implemented by the Student Services Team.
- Student attendance and absence figures will be recorded on EDSAS
- Aggregated student attendance data is reported to DECD and the wider community each year as part of the annual report

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**Review:** February 2020



**Government  
of South Australia**

Department for Education  
and Child Development

# Attendance Flow Chart

## Step 1

- **Home Group / Classroom Teacher:**
- Home Group teachers ring home on 3rd day (or patterns of concern) Record on Sentral in Wellbeing/Parent contact. SSO to send out absenteeism report every Thursday to YLM and staff. Home Group /Classroom teachers to follow up unexplained or patterns of concern.

## Step 2

- **Year Level Manager:**
- On Friday, Year Level Mangers/Director of Primary visit Home Group/ Classroom Teacher to discuss follow up and parent letter home. YLM/Director to provide list to SSO in front office to send letter home and a copy will be placed in the student files.

## Step 3

- **Wellbeing Leader**
- If the unexplained or pattern of unexplained attendance continues, information needs to be forwarded to the Wellbeing Leader to follow up. Students with 10 days or more require an interagency refferal. Medical certificates can be requested. Attendance follow up needs to be recorded in Sentral. Case management through Student Review Team and parents meetings and home visits will be activated where required.

## Step 4

- **Executive Team / DECD Support Services**
- Executive Team involved with DECD Suport Services through external Student Review Team



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