



DURACK SCHOOL ATTENDANCE POLICY

Durack School aims to provide the best possible education for all students. In order for students to achieve their full potential it is essential that they attend school on a regular basis – at least 90% of school days. Students miss vital steps in the teaching and learning process if they are regularly absent or late. Durack School aims to maintain an average attendance rate of above 94%.

A child who turns six years on or before the 30 June of the school year is of compulsory school age and must attend school. A pre-compulsory school age child is encouraged to attend every day of instruction.

Teachers should build positive relationships with students and their families, helping to promote regular school attendance.

NON ATTENDANCE

- Teachers record attendance twice per day within 30 minutes of the start of the session (8:40 am and 1:40pm) using the correct lesson attendance codes.
- Teachers and office staff enter any notifications received. Notifications for absences must come directly from the parent or a person who has daily care and control of the child. A medical certificate is required after 5 consecutive days of illness.
- Office staff will endeavour to contact a parent within the first day of an absence where no notification has been received.
- Where there has been no contact with the school either by phone, email or letter re the absence of a student, office staff will generate a Notification of Absence form from the Student Administration Management System (SAMS) and send home the letter with the child. It is a legal requirement that parents provide the school with a reason for that absence which is acceptable to the Principal.
- If marking on a paper roll, this information is to be added to SAMS prior to the commencement of the next school day.
- All correspondence (notes, emails, certificates and all other relevant documentation) with parents re non-attendance is filed in the Student Record Folder (SRF).
- Teachers should also make note of students who have frequent days off even if notified and in the first instance, make contact with parents to discuss the impact of the absences on learning (other than when the reason is a serious illness).
- N' code can be used for a maximum of up to two weeks at a time at the discretion of the principal, after which the use of this code must be approved in writing by the Regional Manager Attendance and Truancy.

- Senior staff will follow up with concerns with attendance where the problem is ongoing.
- After 10 consecutive days of unexplained absences or a significant pattern of absenteeism the Principal / delegate will contact the Regional Attendance and Truancy Officer who will organise a meeting with the parents to develop a student attendance plan.
- Students who are chronic non-attendees must be carefully monitored and each absence followed up and reported to the Leadership Team. Under mandatory reporting guidelines the student should be reported to the Department of Children and Families.
- After 20 consecutive school days of un-notified absence and no notification of transfer to another school, a student is transferred to the passive form in SAMS.
- Reasons for non-attendance should be entered into SAMS and initialled.

LATENESS

- Students who arrive after the second bell need to enter the school via the office where they will collect a late note to give to the class teacher.
- Office staff will enter the late code and arrival time into SAMS.
- Where students are regularly late teachers should contact the parents. Senior staff should be informed to follow up if the lateness continues.

OTHER

- Principals are responsible for ensuring that all staff, current and new, are trained in the use of the Lesson Attendance Codes and Descriptions and act in accordance with departmental policy and guidelines.
- School office staff must generate the unmarked registers report on a weekly basis to identify students categorised as 'not yet marked'.
- A parent or person in the care and control of a child can request their child's attendance data from a school. This data can be released only to a parent identified in SAMS as one of the primary caregivers.

EVALUATION

Enrolment and attendance data from SAMS

This policy is in line with current NT Department of Education policies on student attendance and to be reviewed every 2 years.

Date Ratified by School Board: 20 September, 2016

Review Date: September 2018