

# Attendance Policy

Version 4, 9/4/2018

## Background

A quality education is fundamental for the future of each individual. Each day of school attendance has a positive effect on a child's development and future success. There is a high correlation between student attendance and their successful literacy and numeracy outcomes. Attendance can be a predictor of future patterns and lead to higher levels of achievement.

OAC works with families, students, schools and communities to ensure attendance is expected, valued and supported.

## Policy statement

Regular and frequent contact between teacher and student assists in the development of a positive interpersonal relationship which is essential to the teaching-learning relationship and contributes to improved learning outcomes for students. Students who make regular contact with the College are more likely to participate effectively and perform at a higher level.

Open Access College will provide an educational program that promotes attendance for all students. Teachers will actively intervene when attendance patterns indicate learners are at risk of not realising their potential.

*This policy incorporates the Department for Education and Child Development (DECD) Administrative Guidelines on attendance and also supports DfE attendance and participation expectations*

### **This is achieved through:**

- students being challenged, supported and encouraged to participate in order to reach their potential.
- the establishment of positive and trusting relationships.
- celebrating success and acknowledging achievement.
- ensuring the curriculum is inclusive and relevant.
- Recording in Daymap when one of the following occurs:
  - A student is present in a timetabled lesson.
  - Or
  - Where a timetabled lesson is re-scheduled to meet either teacher or student needs, and a student is present in the re-scheduled lesson. Appropriate notes must exist in Daymap to confirm the re-scheduling of a lesson.
- Sending an automated SMS message to all parents (excluding SOTA) U absences at 6pm.
- Sending an automated email message to all:
  - SOTA U absences parents at 6pm.
  - Curriculum Choice school-based (excluding LPP) U absences OAC Coordinators at 6pm

## Responsibilities

### Principal

- Ensure processes are in place and followed by teaching staff for recording, monitoring and reporting on student attendance.

### Assistant Principal Student Welfare

- Oversee attendance process.
- Review attendance Policy and Flowchart.
- Organise fortnightly lists of absentees for self and Student Wellbeing Leaders to review and case manage relevant students.
- Manage and follow up Curriculum Choice students' attendance with schools and parents.

### Student Wellbeing Leaders

- Review fortnightly lists of absentees and case manage relevant students.
- Refer to OAC psychologist and Social Worker as relevant.
- For serious non-attendance, organise referrals to Regional Office and move student to a holding class (ZZZ) when required.
- Record actions taken in Daymap using Counsellor Notes and inform the student's teachers.
- Inform the Assistant principal Student Welfare and Deputy Principal when action has been taken regarding attendance.

### Teachers

- Monitor and promote each student's level of attendance and consult with SWL where students have poor attendance.
- Follow the Attendance Intervention flow chart process
- Record lesson attendance in Daymap.
- Provide Attendance Code in Daymap for each scheduled lesson where students do not attend (Appendix 1).
- Provide documentation, in Daymap ("All Staff" note), when an explanation for a student absence has been provided.

### Attendance SSOs

- When a call is made to 8309 3571 regarding student absence, enter the appropriate absent code into the class list in Daymap, add an "All Staff" note to the student summary page and email the note (within Daymap) to affected teacher(s).
- Monitor the [student.absence@openaccess.edu.au](mailto:student.absence@openaccess.edu.au) email account and for all messages enter the appropriate absent code note the class list in Daymap, add an "All Staff" note to the student summary page and email the note (within Daymap) to affected teacher(s).
- Monitor SMS message replies in Daymap (each morning) and for all replies enter the appropriate absent code into the class list in Daymap, add an "All Staff" note to the student summary page and email the note (within Daymap) to affected teachers.
- Provide a fortnightly list of absentees to Assistant Principal – Student Welfare

**Students**

- Attend all scheduled lessons.
- For students under the age of 18 have parents inform teacher directly, prior to lesson, when going to be absent. This can be by phone, fax, email or Daymap message
- For students over the age of 18 ensure teachers are informed prior to a lesson if you will be absent using telephone, email, Daymap message or the provision of a medical certificate (where attendance due to illness is for three or more consecutive lessons).

**Parents/Carers/Supervisors**

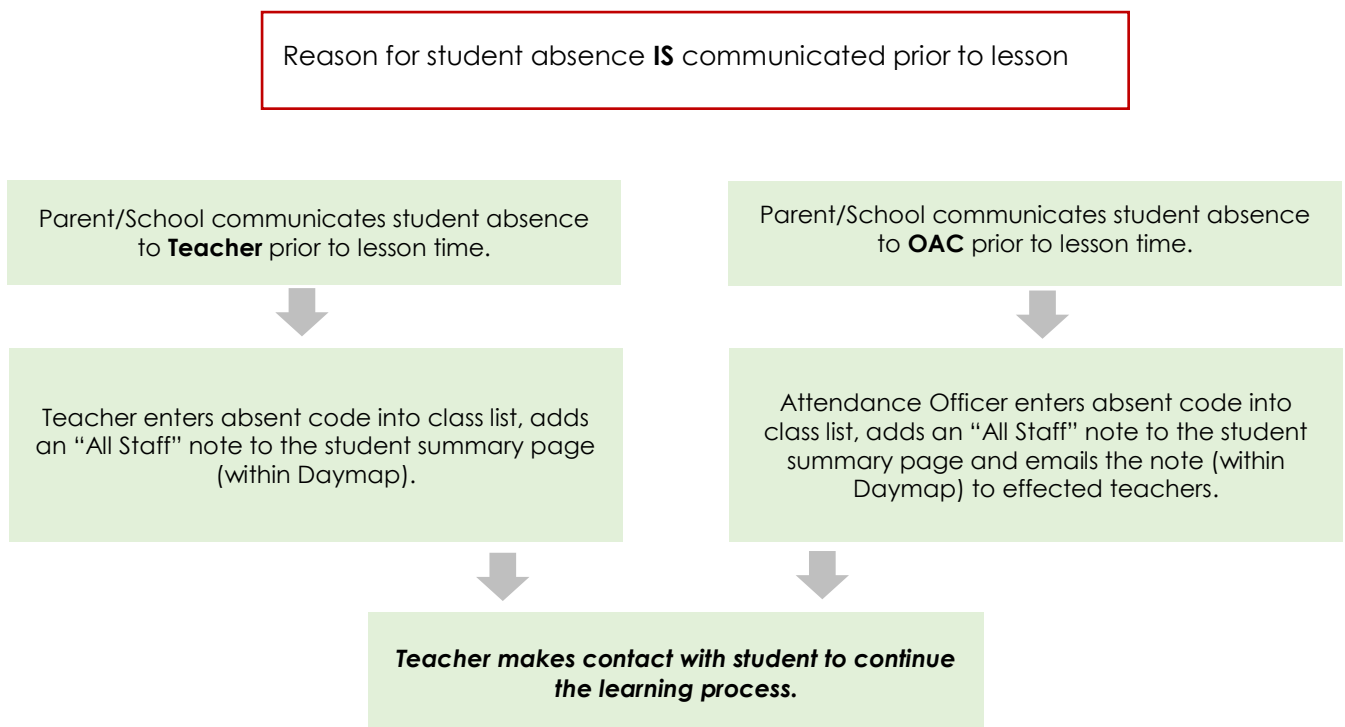
- Ensure students attend all scheduled lessons.
- Contact the school on 83093571 or [student.absence@openaccess.edu.au](mailto:student.absence@openaccess.edu.au) or Daymap messaging for known student absences prior to lessons, or
- Ensure teachers are informed prior to a lesson if the student will be absent using telephone, email, Daymap message.
- Provide a medical certificate where attendance due to illness is for three or more consecutive days (R – 10 students) or three or more consecutive lessons Stage 1 & 2 students).

## Attendance Codes

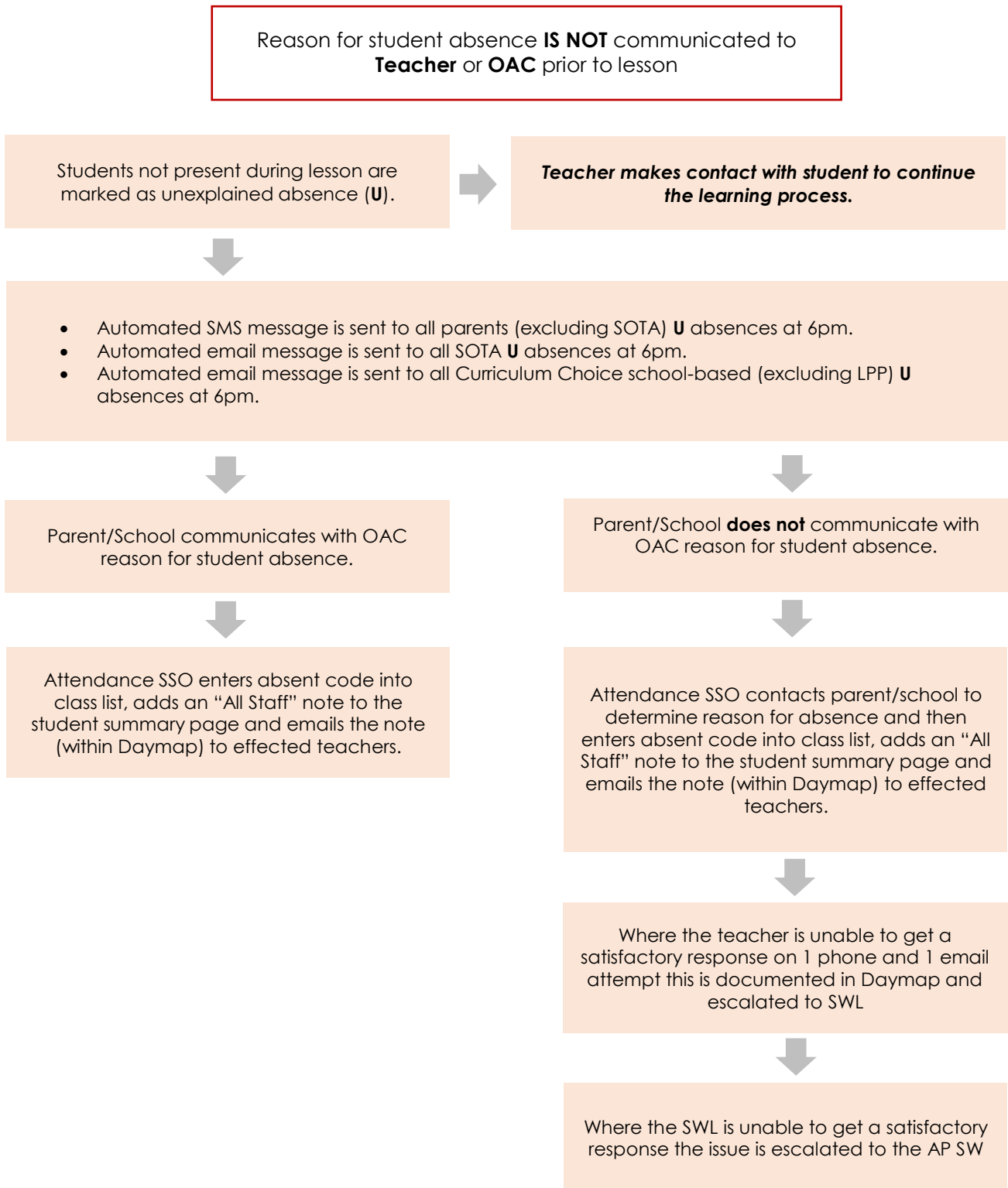
## Appendix 1

Code	Explanation	Example
<b>U</b>	<p>Unexplained / not acceptable</p> <p><i>Where an explanation is not acceptable the absent code remains <b>U</b> and a note must be added to Daymap.</i></p> <p>[NOTE: Once one student in a class has been marked present and the class roll is saved all unmarked students will default to U]</p>	<p>No explanation offered / inappropriate explanation eg. I slept in I went surfing</p>
<b>X</b>	<p>An explained absence (medical, family, etc..) that is <b>counted as an absence</b> for the purpose of attendance rates in Daymap and for site statistics.</p> <p><i>An appropriate note must be added to Daymap to clarify extended absences for medical, family reasons.</i></p>	<p>Medical appointment Feeling ill Family commitment IT issues</p>
<b>G</b>	<p>An explained absence (off-site program) that is <b>not counted as an absence</b> for the purpose of attendance rates in Daymap or for site statistics.</p> <p><i>An appropriate note must be added to Daymap to explain the reason for using the G code (i.e. student overseas, school sports day, etc.).</i></p>	<p>School Sports Day/Camp Overseas student</p>
<b>ANR</b>	<p><b>Administration use only</b></p> <p>Attendance not recorded. This code <b>does not count</b> as an absence for the purpose of attendance rates in Daymap or for site statistics.</p>	<p>Classes cancelled for a student free day.</p>

# Attendance Flow Chart 1



# Attendance Flow Chart 2



**This version created:** 9 April 2018

**To be reviewed:** 2022

**Review to be managed by:** AP responsible for student absences