

# Attendance Policy

Version 3, 10/8/2017

## Background

At OAC attendance is recorded in DayMap when one of the following occurs:

1. A student is present in a timetabled lesson.
- Or
2. 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.

## 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 DECD attendance and participation expectations.*

## Responsibilities

*Delete roles that do not apply*

### Principal

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

### Counsellors

- For serious non-attendance, organise referrals to Regional Office and move student to a holding class when required.
- Record actions taken in Daymap using Student Notes.
- Inform the Senior Leader Student Welfare and Deputy Principal when action has been taken regarding attendance.

## Teachers

- Monitor and promote each student's level of attendance.
- Follow the Attendance Intervention flow chart process
- Record lesson attendance in Daymap.
- Provide absence code in Daymap for each scheduled lesson where students do not attend (p 3).
- Provide documentation, in Daymap ("All Staff" note), when an explanation for a student absence has been provided.

## Students

- Attend all scheduled lessons.
- 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 more than two consecutive days).

## 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.

## Attendance Officer

- 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 teachers.
- 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 teachers.
- 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.

## Procedures/Guidelines

Attendance Codes (Appendix 1)

## Forms/other documents

- SMS Messaging Procedures
- Attendance Flowchart

## Attendance Codes

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>

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**This version created:**

**To be reviewed:** (i) Interim:

(ii) Full: March 2018

**Review to be managed by:** Assistant Principal Data Systems