



Updated: 2015  
Next Review: 2017

## MARK OLIPHANT COLLEGE ATTENDANCE POLICY

### **RATIONALE**

At Mark Oliphant we believe, “The Future Is Now.” We are committed to working in partnership with families to provide children with learning opportunities that will provide a solid foundation for their future. Research shows that success in learning is directly proportional to regular attendance and participation in education programs. The Mark Oliphant College Attendance Policy places priority on the early identification of non-attendance and irregular attendance, and outlines practices to support regular attendance of students.

### **LEGALITIES**

The *Education Act 1972* requires that children of compulsory school age be enrolled at school. A condition of that enrolment is that a student is required to fully participate in the education program arranged and approved by the enrolling school. Such participation is to include engagement and attendance as required by the program.

A child who is at least 6 years old but not yet 16 is of compulsory school age. Every child of compulsory school age, irrespective of distance from the school or whether disabled or not, is required to be enrolled at a government or non-government school, or the Open Access College, and is required to fully participate in the education program arranged and approved by the enrolling school.

The implementation of the Compulsory Education Legislation requires all young people between the ages of 16 and 17 to participate in a full-time approved learning program, which is education or training delivered through a school, university or registered training organisation, an apprenticeship or traineeship, or a combination of these.

### **POLICY STATEMENT**

In partnership with families, Mark Oliphant College will provide an educational program that promotes attendance and engagement for all children and students enrolled.

Staff members will actively intervene when attendance and engagement patterns indicate that learners are at risk of not realising their educational and social development potential.

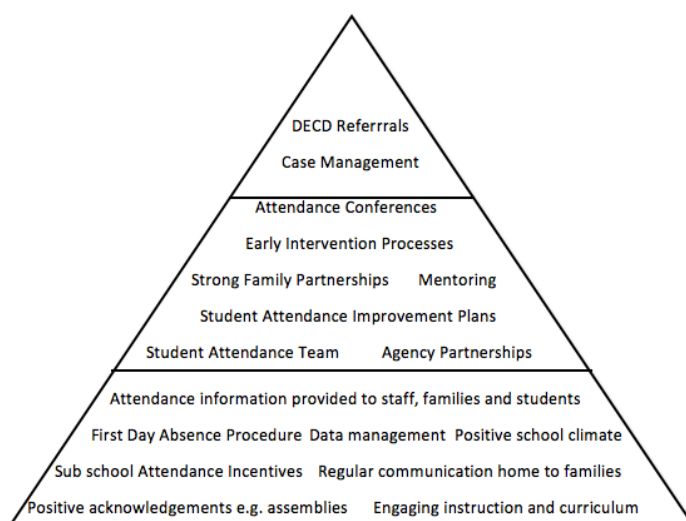
### **POLICY OUTCOMES**

Implementation of this policy will result in the following outcomes:

- Improvement in children's and students' attendance and participation
- Improvement in learning outcomes
- Increased understanding of the importance of regular attendance by staff, learners and families
- Ongoing analysis of attendance data

## STRATEGIES

Strategies to support the achievement of these outcomes include:



## RESPONSIBILITIES

### CHILDREN

Children enrolled at Mark Oliphant College have responsibility for their attendance. The level of responsibility will be determined by the individual circumstances of the child. Children are expected to:

- Attend school every day
- Arrive punctually
- Engage appropriately in the education program

### FAMILIES

Parents/Caregivers must enrol their child in an education program from 6 years (the age of compulsion). Once a child is enrolled, even if it is prior to their sixth birthday,

they are expected to attend school regularly. The primary responsibility of a student's attendance rests with the parent/caregiver. Having positive parenting in relation to schooling helps children to appreciate the importance of education and learning. Good habits such as structure and routine in the mornings assist children in getting up and ready for school.

When parents/caregivers enrol their child at Mark Oliphant College they accept the responsibility to:

- Provide information that may assist in planning for the child's learning; for example medical conditions, family issues, developmental milestones
- Enable their child to attend punctually and regularly. At Mark Oliphant College children are expected to arrive at school no earlier than 8:30am and no later than 8:50am
- Provide an explanation when their child is absent via a conversation with a staff member, a letter, telephone call or email.
- Provide a Medical Certificate when their child is away for more than two days due to illness
- Apply for an exemption whenever there is a planned absence such as a family holiday
- Inform staff if an extended absence is likely and negotiate with the class teacher if work is required
- Work with the College to develop intervention strategies aimed at improving punctuality and attendance if required
- When a child is late for school, explain the reason for the lateness and ensure a late slip is obtained from the front office
- Provide a reason for lateness or early collection and complete the required Front Office procedures

## **TEACHERS**

Teachers are responsible for supporting the Mark Oliphant College attendance improvement processes and will:

- Provide a relevant, differentiated and dynamic learning program that seeks to engage all children and offers opportunity for success, thus encouraging regular attendance
- Follow the First Day Contact Flowchart

- Contribute to the data analysis of attendance trends
- Document any strategies/interventions implemented to improve attendance using Daymap
- If required, work with the Leadership Team and families to develop Student Attendance Improvement Plans
- Acknowledge students who improve their patterns of attendance and punctuality

#### **LEADERSHIP TEAM**

Members of the Leadership Team are responsible for developing and supporting the Mark Oliphant College attendance improvement process and will:

- Provide staff with the Mark Oliphant College Attendance Policy and procedures used for documenting attendance
- Train staff on the roles and responsibilities regarding student attendance including the induction of new staff throughout the year
- Ensure that attendance data is recorded according to Mark Oliphant College and DECD guidelines. Refer to
- Ensure that the appropriate follow up occurs using the Early Interventions chart
- Provide Home Group teachers with a list of outstanding Unexplained Absences at the end of each week ensuring that follow up occurs and documentation is completed using Daymap
- Inform parents/caregivers of their legal responsibilities in relation to attendance and possible implication of non-compliance
- Work with identified students and families to support improved attendance
- Document all communication, strategies and interventions using Daymap
- Monitor and analyse attendance data and report to the College community
- Ensure that the analysis of data is used to effectively inform action at the College
- Work with teachers and families to determine underlying causes of frequent absenteeism and to develop Student Attendance Improvement Plans
- Make Mandatory Notifications when appropriate

## CODES FOR ABSENCES

Each absence must be recorded with a code to explain the reason for each absence. The use of codes is essential to provide information about the reasons for nonattendance. It is important schools record information with accuracy. Teachers need to follow up absences to ensure the code finally recorded reflects the accurate reason, especially for those absences initially recorded as unexplained (code U).

### CODES TO QUALIFY ABSENCE

**C Illness** with a day/s absence verified by a doctor's letter, doctor's certificate, a dentist's appointment card or some other health practitioner's communication.

**E Exemption** – approved exemption from school attendance by the principal (for up to one calendar month) or the Director, School and Regional Operations (for more than one month or for Home Schooling).

N.B. Students exempted for home schooling should be entered into a separate roll class set, and do not need to be marked absent.

**F Family/social** – for absences condoned by a parent as being for family, social or cultural reason.

**I Illness** with a day/s absence covered by notes, messages and phone calls from parents, stating a medical condition or illness preventing the student's attendance.

**K Take Home** - Absence due to a student being sent home for disciplinary reasons.

**N Not approved** - Absent without parent/guardian approval.

**S Suspension** – Suspended externally from school to an agreed place, usually home. In the discipline screen of EDSAS, record the reason for the suspension, e.g. violence.

**U Unexplained** - a student who is absent without explanation by either:

- parent
- or school
- or another authority, e.g. Families SA

Use this code for unexplained absences of students both under and over the age of compulsion.

**X Exclusion** – for absences of students over the age of compulsion who have been excluded without the provision of a learning program.

Please note - A student of compulsory school age can be excluded to home pending an alternative placement/program using the P code (see below).

*Note: An excluded student remains enrolled at the school from which he/she was excluded. The recipient school (or program) of an excluded student enrolls the student with a 'C' Status code, monitors the absence, information and manages the appropriate follow-up. During the exclusion period this information must be forwarded to the excluding school on a regular basis to enable the home school to modify their records.*

**Z School following up** - Students who are absent for an extended period of time but the school is in communication with, and actively following up to try to re-engage the student.

**CODES COUNTED AS PRESENT FOR DATA COLLECTION PURPOSES**

**A SBNA** (School based new apprenticeship)

**D Dispute** – used on days or half days where the school is closed for industrial Action

**G Off-site learning program** where the program is offered by another provider but still managed through the school

**H Home study**

**M Camps and excursions**

**P Alternative placement** – for students to attend off-site learning programs, where the school provides a learning program at an alternative venue or for students who have been excluded and are undertaking an alternative program. The student is considered to be present from the day the alternative placement or program is provided or commences

**Q Approved Medical Program**

**R Risk/Hazard** which records student attendance on days posing a risk/hazard to student welfare/wellbeing

**T School sport.**

**W Work experience**

**Y End of year activities** - for students, 16 years or older, who are not in attendance after examinations or similar