



Attendance Policy

1. Rationale

Kirrawee High School has a proud tradition of academic, including languages, performance and sport achievement. It is recognised that achievement is founded on full participation in and the embracing of school life. In turn, this can only be achieved if all students who are enrolled at school, irrespective of their school age, attend school whenever instruction is provided.

Regular attendance at school is essential to assist students to maximise their potential or best level of personal achievement. Schools, in close partnership with parents/carers, are responsible for promoting regular attendance of students. It is also acknowledged that attendance is closely linked to belonging, wellbeing and a sense of inclusion that arises within a positive education environment.

Encouraging regular attendance is a core school, student and parent responsibility; it is therefore a responsibility of all teachers to maintain accurate records and monitor student attendance. To ensure the safety and engagement of students the school has developed the following policy and associated procedures for maintaining, monitoring and communicating student attendance.

2. Aims

- 2.1. Promote attendance requirements and benefits to students, parents/carers and staff.
- 2.2. Build resilience in so far that attendance is not seen as a symptomatic response to personal wellbeing.
- 2.3. Encourage students to actively participate in classroom learning and activities beyond the classroom as key indicators of high rates of attendance.
- 2.4. Increase the knowledge of and levels to which our community proactively recognises the association of attendance with student self-esteem, a sense of personal meaning, learning autonomy, work ethic, self-efficacy, and motivation.
- 2.5. Support students whose attendance is of concern in order to understand underlying issues and with parents/carers help to address them.

3. Implementation

- 3.1. All teachers to monitor attendance (including truancy), support related issues at the class level, and communicate ongoing concerns through appropriate wellbeing and administrative processes.
- 3.2. School staff are responsible for supporting the regular attendance of students:
 - 3.2.1. providing a caring teaching and learning environment which fosters students' sense of wellbeing and belonging to the school community;
 - 3.2.2. recognising and rewarding excellent and improved student attendance;
 - 3.2.3. maintaining accurate records of student attendance;
 - 3.2.4. implementing classroom practices and working with school wellbeing structures to address attendance issues when they arise;
 - 3.2.5. providing clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.





- 3.3. Parents/carers to have ready access to attendance records (Sentral Portal).
- 3.4. Parents/carers to be informed in a timely way of student attendance concerns (e.g. daily SMS).
- 3.5. Consequences to be applied for unsatisfactory attendance.
- 3.6. Year Advisors (Welfare Team) and Deputy Principals to support the overarching monitoring of attendance as a key indicator of wellbeing concerns.
- 3.7. All students are expected to attend school whenever instruction is provided.
 - 3.7.1. If a senior student has a late start or an early timetabled finish they may arrive and depart school at the appropriate time.
 - 3.7.2. Students are not permitted to leave school during the day without school permission, including during study periods.
 - 3.7.3. During study periods, students must participate in private study in an appropriate venue, e.g. Learning Centre or Library.
 - 3.7.4. Students may not leave the premises to access motor vehicles without school permission.
 - 3.7.5. Students are to provide parent/carer explanations for leave in writing via email, SMS or exemption forms.
- 3.8. Leave may be granted by the Principal in the following circumstances:
 - 3.8.1. sick leave where absences are satisfactorily explained due to illness;
 - 3.8.2. approved leave from school attendance for periods totalling up to 50 days in a 12-month period for a legitimate reason (see Department policy);
 - 3.8.3. an exemption from school attendance for students wishing to participate in employment in the entertainment industry or participation in elite sports events for short periods of time;
- 3.9. Attendance is a foundation of wellbeing and learning; consequences for non-compliance will be consistent with the school's *Core Rules and Values* and *Wellbeing Policy*.

4. Associated Documents

4.1 Student Attendance in Government Schools – Procedures

<https://education.nsw.gov.au/policy-library/policies/school-attendance-policy>

4.2 Exemption from School Procedures https://education.nsw.gov.au/policy-library/associated-documents/exempt_gui.pdf

4.3 Kirrawee High Wellbeing Policy

4.4 Kirrawee High Social Cohesion Policy

4.5 Attendance Procedures for Teachers:

4.5.1 Classroom Teacher - Roll Marking

4.5.2 Year Advisor – Attendance Monitoring

4.5.3 Classroom Teacher – Concerning Pattern of Attendance

4.5.4 Classroom Teacher – Truancy Reporting

5. Evaluation

5.1. This policy will be evaluated as part of a three-year cycle or when necessary

6. Contact

6.1. Head Teacher, Administration, Communication and Engagement

