

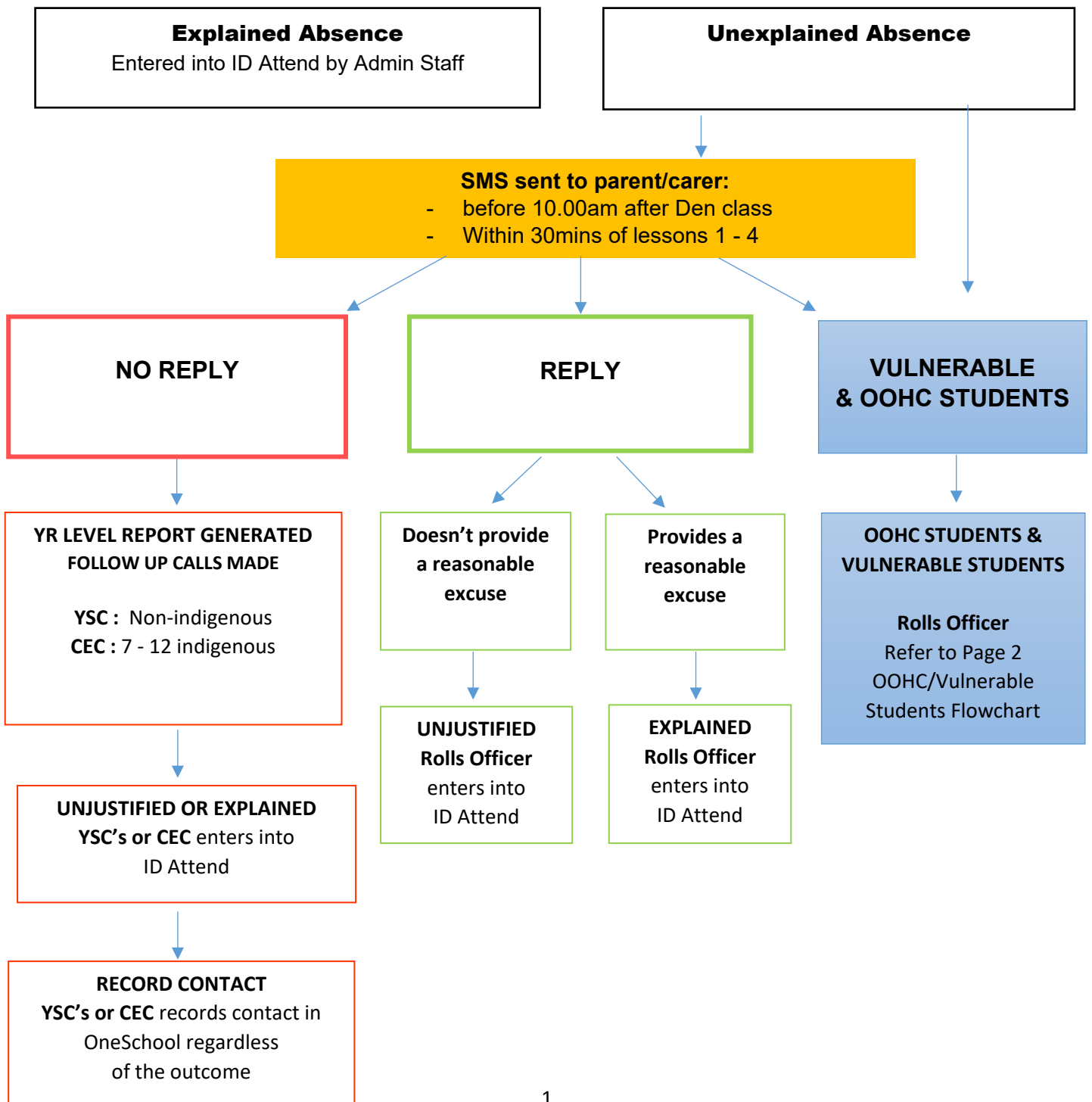


Heatley Secondary College ATTENDANCE POLICY

At Heatley Secondary College, our expectation is that all students will attend school every day. Student attendance is monitored daily. Students meeting the expectations are acknowledged and students who have been identified with unexplained absences are supported to improve their attendance.

1. OFFICIAL DAILY SCHOOL ATTENDANCE

Den Class or Assemblies roll marking will be used to record the official daily attendance.

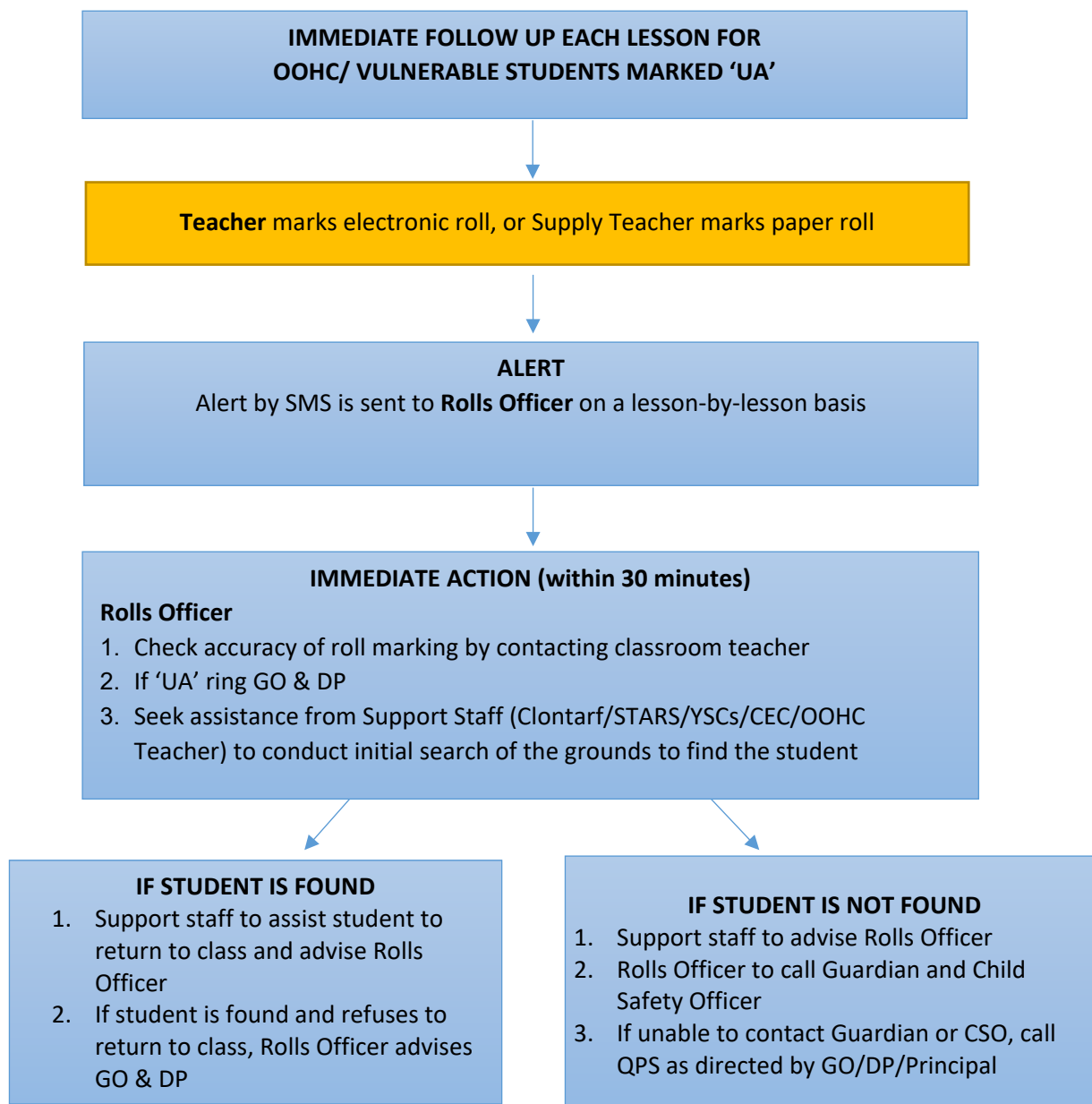


DAILY PROCEDURES: LESSONS 1-4 ROLL MARKING

Teachers electronically mark their rolls **in the first 10 minutes of each lesson**. Teachers mark students with a "P" if present or "UA" if absent. Supply teachers are to mark paper rolls in the same way and return the paper roll to the Rolls Officer in the first 10 minutes of each lesson. If a **student arrives late**, the teacher is to adjust the roll from 'UA' to 'L'.

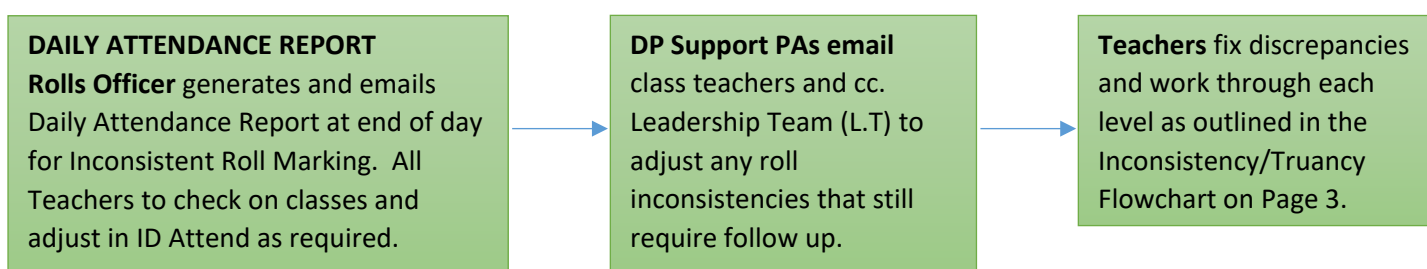
INCONSISTENT ABSENCES DURING SCHOOL DAY

2. OOH/VULNERABLE STUDENTS



3. ALL STUDENTS

If roll is not marked within 10mins, then Rolls Officer/TA Rolls will send an email reminder to the teacher to mark the roll.



4. INCONSISTENCY/TRUANCY FLOWCHART

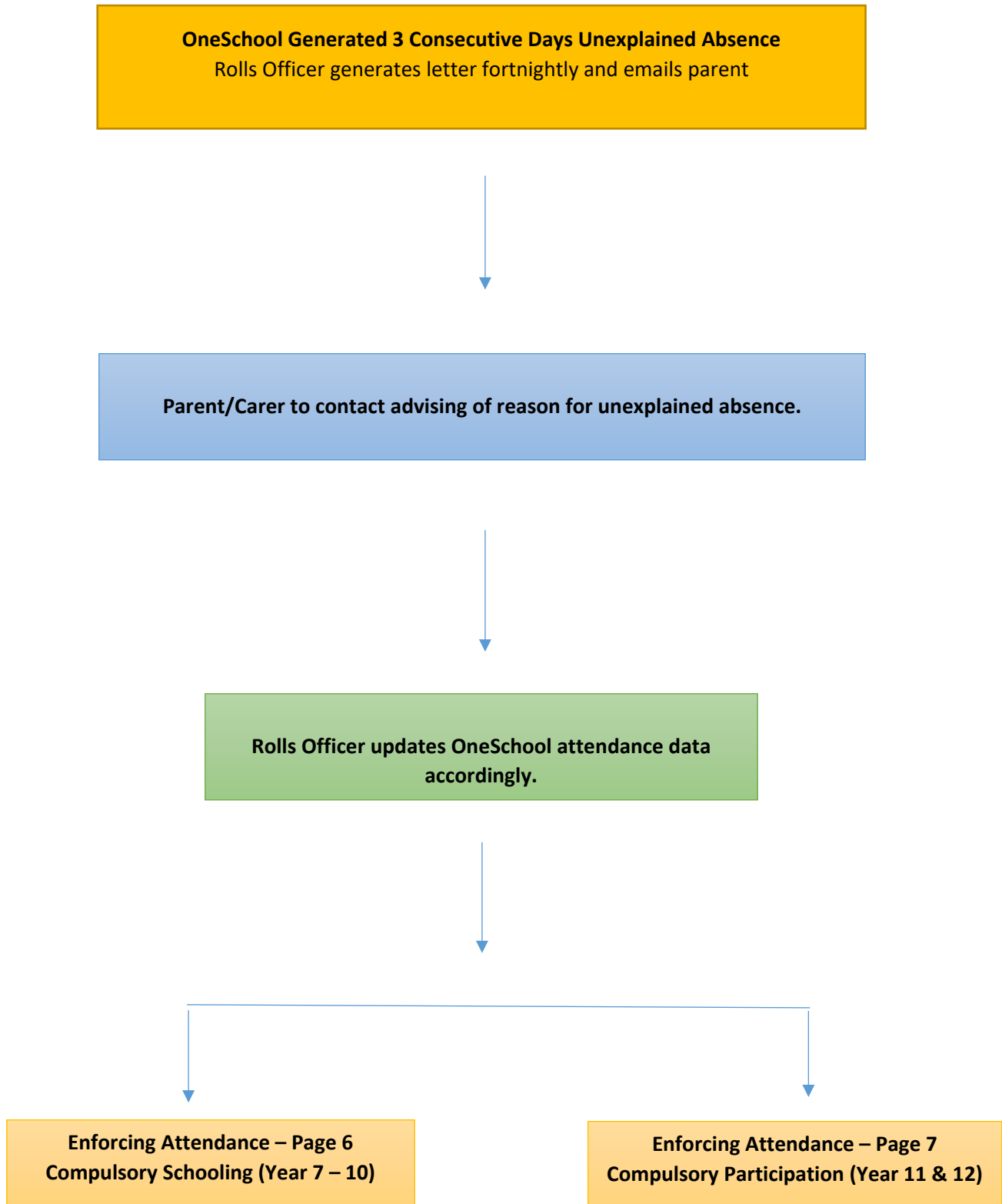
Attendance is everybody's business

Rolls Officer Emails Inconsistency Report at end of day		
<p>DEN Teachers / HODs SW / DPs Take note of students from your care class / year level in order to be aware of:</p> <ul style="list-style-type: none"> ➤ escalating truancy ➤ patterns of truancy 	<p>Classroom Teachers:</p> <ol style="list-style-type: none"> 1. Check for unmarked / mismarked rolls (eg <i>student marked present who was absent</i>). 2. Identify students who were possibly truant / late / left class without permission. 3. Fix any mistakes. 4. Follow-up on truancy, lateness or unauthorised departure. 	
LEVEL	MISSED DEN	MISSED SUBJECT CLASS/MULTIPLE CLASSES
1.	<p>DEN TEACHER:</p> <ul style="list-style-type: none"> • Isolated truancy • Out of character • No particular pattern (Eg: 1 – 2 classes per term) <p><u>Actions:</u></p> <ul style="list-style-type: none"> • Discuss with student • Issue consequence • Consequence completed / Restorative chat 	<p>CLASS TEACHER:</p> <ul style="list-style-type: none"> • Actions inconsistencies each day • Late to class or leaving without permission • Student refuses to follow instructions <p><u>Actions:</u></p> <ul style="list-style-type: none"> • Discuss with student • Issue consequence • Consequence completed / Restorative chat
2.	<p>HODs STUDENT WELLBEING/SNR SCHOOLING</p> <ul style="list-style-type: none"> • Emerging pattern of missed DEN classes <p><u>Actions:</u></p> <ul style="list-style-type: none"> • Follow up conversation with student • Issue consequence • Contact home & record in OneSchool • Consequence completed / Restorative chat • Truants again or consequence not completed, refer to DP 	<p>CURRICULUM HOD:</p> <ul style="list-style-type: none"> • Pattern of missed classes (min. of 2/week) • Emerging pattern (eg: consistent across 1 subject area or time of day) • Fails to attend Back on Track session <p><u>Actions:</u></p> <ul style="list-style-type: none"> • Follow up conversation with student • Issue consequence • Contact home and record in OneSchool • Consequence completed / Restorative chat • Truancy escalates or consequence not completed, refer to DP
3.	<p>DEPUTY PRINCIPAL:</p> <ul style="list-style-type: none"> • Persistent patterns of truancy from DEN classes • Failure to respond to Level 1 & 2 interventions <p><u>Actions:</u></p> <ul style="list-style-type: none"> • Issue consequence • Parent contacted and record in OneSchool • Consequence completed / Restorative Chat • Truancy escalates or consequence not completed, parent contacted and requested to collect student • Referral to Case Management 	<p>DEPUTY PRINCIPAL:</p> <ul style="list-style-type: none"> • Persistent truancy from classes and/or, • Persistent truancy from school • Failure to respond to Level 1 & 2 interventions <p><u>Actions:</u></p> <ul style="list-style-type: none"> • Issue consequence • Parent contacted and record in OneSchool • Consequence completed / Restorative Chat • Truancy escalates or consequence not completed, parent contacted and requested to collect student • Referral to Case Management

5. ATTENDANCE MONITORING PROCESS

PROCESS FOR TERM 1 - 4	
WEEK 1	<ul style="list-style-type: none"> <input type="checkbox"/> TA Data emails weeks 1 to 10 data from previous term to staff (T1/T4; T2/T1; T3/T2; T4/T3) <input type="checkbox"/> DP analyses data to identify attendance letter recipients (< 90%) <input type="checkbox"/> RO to generate attendance letters (with percentage), including UA OneSchool attendance. Return to Year Level DP for checking and signing. <input type="checkbox"/> TA prepares Attendance Certificates from previous term <input type="checkbox"/> Den Teacher guides students to set a term attendance goal
WEEK 2/3	<ul style="list-style-type: none"> <input type="checkbox"/> HODs SW & SS hand out Attendance Certificates at year level assembly
WEEK 3	<ul style="list-style-type: none"> <input type="checkbox"/> TA Data emails attendance data from week 1 to 2 <input type="checkbox"/> DP analyses data to identify attendance concerns <input type="checkbox"/> HODs SW & SS discuss week 1 to 2 data with Year Level DP <input type="checkbox"/> Den Teacher examines data and discusses with students
WEEK 5	<ul style="list-style-type: none"> <input type="checkbox"/> TA Data emails attendance data from week 1 to 4 to staff <input type="checkbox"/> DP analyses data to identify attendance letter recipients (< 90%) <input type="checkbox"/> RO to generate attendance letters (with percentage), including UA OneSchool attendance. Return to Year Level DP for checking and signing. <input type="checkbox"/> HODs SW & SS discusses week 1 to 4 data with Year Level DP <input type="checkbox"/> Den Teacher examines data and discusses with students
WEEK 7	<ul style="list-style-type: none"> <input type="checkbox"/> TA Data emails attendance data from week 1 to 6 <input type="checkbox"/> DP analyses data to identify attendance concerns <input type="checkbox"/> HODs SW & SS discuss week 1 to 6 data with Year Level DP <input type="checkbox"/> Den Teacher examines data and discusses with students
WEEK 9	<ul style="list-style-type: none"> <input type="checkbox"/> TA Data emails attendance data from week 1 to 8 <input type="checkbox"/> DP analyses data to identify attendance concerns <input type="checkbox"/> HODs SW & SS discuss week 1 to 8 data with Year Level DP <input type="checkbox"/> Den Teacher examines data and discusses with students

6. 3 – 9 CONSECUTIVE DAYS UNEXPLAINED ABSENCE YEAR 7 – 12 ONESCHOOL GENERATED



7. ENFORCING ATTENDANCE – COMPULSORY SCHOOLING (Year 7 – 10)

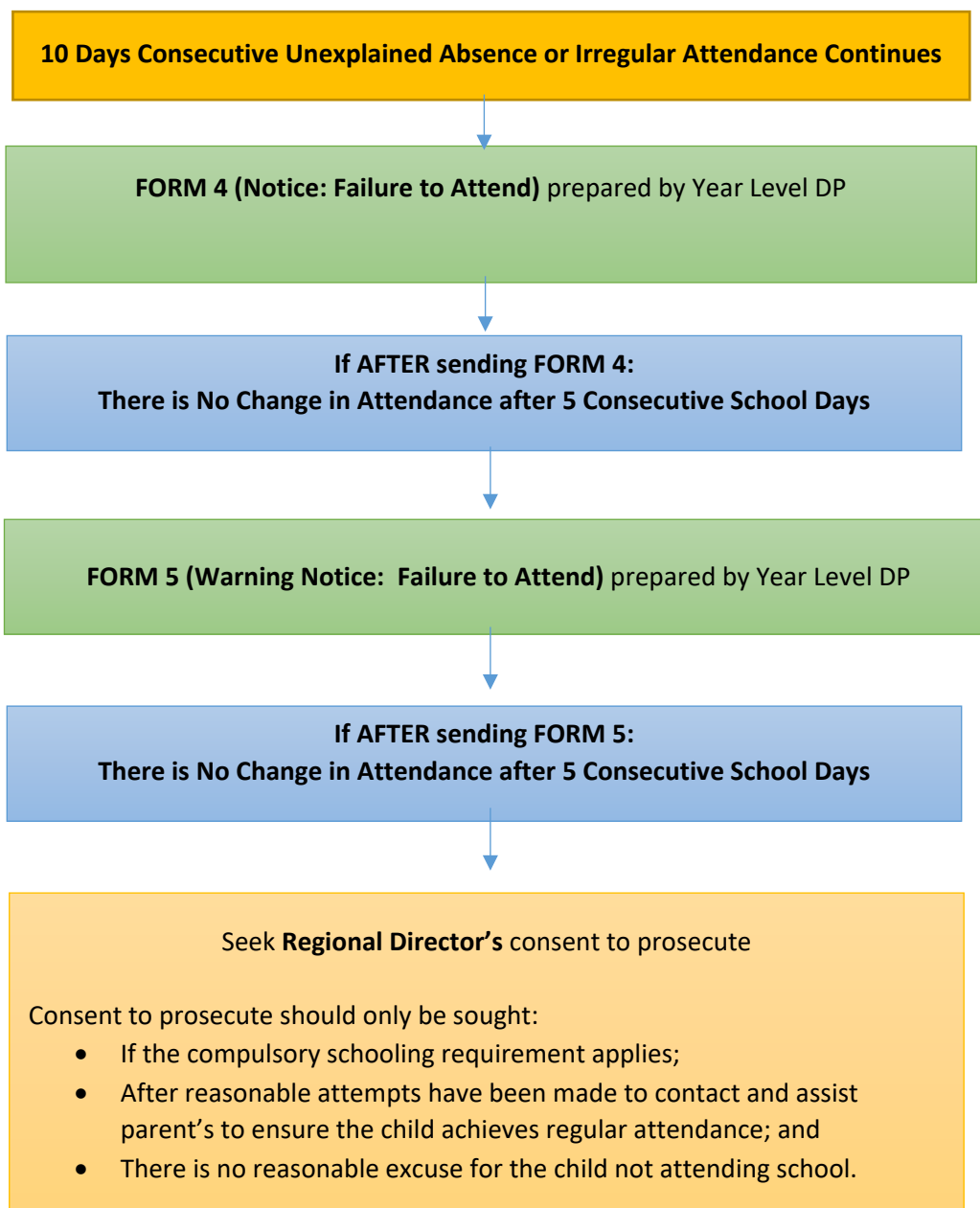
DEFINITION: COMPULSORY SCHOOL AGE

A child is of compulsory school age if the child is at least 6 years and 6 months, and less than 16 years. However, a child is no longer of compulsory school age if the child has completed Year 10.

See (<https://ppr.qed.qld.gov.au/attachment/processes-for-enforcing-the-parental-obligation-for-school-attendance.docx>)

Persistent pattern of unexplained absences or absences without a reasonable excuse and the school has made reasonable attempts to contact parents/carers and offered support to family to improve student attendance (all contacts recorded on Oneschool)

The Rolls Officer generates a report of the **unexplained absences** and follows up with Year Level Deputy Principal (DP).



8. ENFORCING ATTENDANCE – COMPULSORY PARTICIPATION (Year 11 & 12)

DEFINITION: COMPULSORY PARTICIPATION PHASE

A young person's compulsory participation phase starts when the young person stops being of compulsory school age (i.e. turns 16 or completes Year 10 whichever comes first) and ends when the person:

- gains a Certificate of Achievement, Senior Statement, Certificate III or Certificate IV; or
- has participated in eligible options for 2 years after the person stopped being of compulsory school age; or
- turns 17 years of age.

See (<https://ppr.qed.qld.gov.au/attachment/processes-for-enforcing-the-parental-obligation-for-participation-in-an-eligible-option.docx>)

Persistent pattern of unexplained absences or absences without a reasonable excuse and the school has made reasonable attempts to contact parents/carers and offered support to family to improve student attendance (all contacts recorded on Oneschool)

The Rolls Officer generates a report of the **unexplained absences** and follows up with Year Level Deputy Principal (DP).

