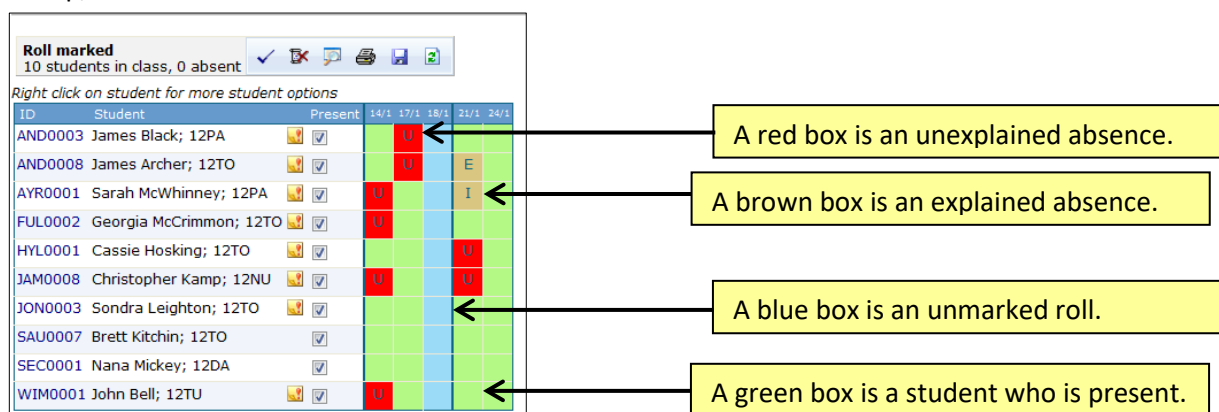


CARE GROUP/CLASS TEACHER

Check the daily roll on DAYMAP.

Only mark the students that are in the class.

- **DO NOT** mark events like School Sport, Holidays etc as Front Office Staff will do this. The only time that you put a reason in the box is when you have seen a diary note beforehand.
- After the day's attendance has been saved, make sure to look at the 'Attendance Map' for this class.
- This will bring up the class attendance history.
- Red Boxes are unexplained absences for either whole or part of day. These need to be followed up by the Care Group/Class Teacher. Once a valid reason is entered into DAYMAP the box will turn brown.



ID	Student	Present	14/1	17/1	18/1	21/1	24/1
AND0003	James Black; 12PA	✓	U	U	U	U	U
AND0008	James Archer; 12TO	✓	U	U	U	E	U
AYR0001	Sarah McWhinney; 12PA	✓	U	U	U	I	U
FUL0002	Georgia McCrimmon; 12TO	✓	U	U	U	U	U
HYL0001	Cassie Hosking; 12TO	✓	U	U	U	U	U
JAM0008	Christopher Kamp; 12NU	✓	U	U	U	U	U
JON0003	Sondra Leighton; 12TO	✓	U	U	U	U	U
SAU0007	Brett Kitchin; 12TO	✓	U	U	U	U	U
SEC0001	Nana Mickey; 12DA	✓	U	U	U	U	U
WIM0001	John Bell; 12TU	✓	U	U	U	U	U

If a student arrives at Care Group after 8:45am **DO NOT** mark them as late. Send them to the front office to sign in. An automated text message will be sent to the parents requesting a reason for their late arrival.

When chasing up reasons for non-attendance, the student must provide a note from the parent/caregiver to the Care Group/Class Teacher in their diary/communication book, a phone call to the Front Office, an email to dl.0778.frontoffice@schools.sa.edu.au or a text message to the schools messaging system on 0417 963 378. A SMS to the teacher on the students phone is not an acceptable form of communication.

ATTENDANCE	RESPONSE	WHO	DOCUMENTATION
3 x Consecutive days of unexplained/family/sick absences or irregular attendance pattern	(Day 1-3)	<ul style="list-style-type: none"> • Class teacher 	Record in Daymap
	• Mark Daymap roll.		
	(Day 3)	<ul style="list-style-type: none"> • Class teacher 	Outcome of home contact notes entered into Daymap details.
Further 3 x days unexplained/family/sick absences or irregular attendance pattern	• Telephone call, email or note home.		
	(Day 3)	<ul style="list-style-type: none"> • Student Wellbeing Leader 	Outcome of contact by Student Wellbeing Leader, notes entered into Daymap details.
	• Student counselled (only refer to Student Wellbeing Leader if necessary)		
Further 3 x days unexplained/family/sick absences or irregular attendance pattern	• Telephone call, email, note or home visit made.	<ul style="list-style-type: none"> • Class teacher • Year Level Coordinator • Head of School 	Outcome of home contact notes entered into Daymap details.
	• Student/Parent Counsellled – case plan developed.	<ul style="list-style-type: none"> • Student Wellbeing Leader • Head of School • Class teacher if required 	Record any actions into Daymap details.
	• Notify police if truancy suspected and request police to look out for student.	<ul style="list-style-type: none"> • Student Wellbeing Leader • Head of School (after discussion) 	Police notification recorded in Daymap details

	<ul style="list-style-type: none"> • Student identified as at risk. 	<ul style="list-style-type: none"> • Year Level Coordinator • Head of School • K.M.S Attendance Officer to action formal letter. 	Record any actions into Daymap details.
Unexplained absence/unsatisfactory chronic non-attendance continues	<ul style="list-style-type: none"> • DECD Student Attendance Counsellor notified. 	<ul style="list-style-type: none"> • K.M.S Attendance Officer to action referral under instruction from Head of School and Student Wellbeing Leader. 	Pre-Referral form completed, EDSAS attendance data and Daymap notes printed. Pre-referral conversation with DECD Attendance Counsellor, process referral if approved.
	<ul style="list-style-type: none"> • Appropriate K.M.S Leadership team involved. • Family conference and second case plan developed. 	<ul style="list-style-type: none"> • Head of School • Year Level/Sub School Coordinator • Student Wellbeing Leader • Parent/Caregiver 	Case plan put in place. Record any actions/notes into Daymap details.
	<ul style="list-style-type: none"> • Attendance continues to be monitored 	<ul style="list-style-type: none"> • Class teacher – reporting to Year Level/Sub School Coordinator 	Record any notes into Daymap details.
	<ul style="list-style-type: none"> • Student counselled 	<ul style="list-style-type: none"> • Student Counsellor 	Record any notes into Daymap details.

IMPORTANT LEGAL INFORMATION

Teachers have the legal responsibility to ensure attendance is recorded accurately. If any legal issues arise in the future teachers can be subpoenaed to appear in court to validate attendance.

HABITUAL LATENESS

If a student is late more than 3 times in one term

Class/Care Group teacher makes contact to the parent and talks to them about missed learning time, parents supporting the school etc, and together they come up with a plan. Plan put into DAYMAP. For years 7-12 students, 3 x lates in a week = 1 x lunchtime detention. For years R-6, uses this consequence as required.

If a student is late 6 times in one term

Class/Care Group teacher will refer student to either the YLM or Head of School. Head of School or YLM in conjunction with the teacher will discuss and decide what best course of action to take is.

TRUANCY

If a student has not been here for the entire time leading up to your lesson then leave it. It is the class teacher's responsibility to find out why a student was not in their class.

If a student is not in class –

Check with the front office or with the Care Group teacher that the student was at school. If it is truancy then refer student to the Head of School or YLM, who will contact home.

Consequences

1st offence – 2 lunch time detentions – Note made in DAYMAP

2nd offence – ½ day internal – Note made in DAYMAP

3rd offence – Alternative programs, No formal, study lessons taken away, etc.

EXEMPTIONS

If a student is going with his/her parents/caregivers on a family holiday that cannot be arranged during school holidays an exemption form must be completed. This is organised with the Principal prior to the absence. Exemption forms are available from the front office or the schools website. Once approved, the exemption will be processed by the front

office staff and an email sent to Head of Schools, Year Level Managers and Class/Care Group teachers advising dates of absences.

R-6 ATTENDANCE TRACKING PROCESSES

WHAT	RESPONSE	WHEN	RESPONSIBILITY OF
Mid term student checks	Years 2-6 students create and analyse own data using 'quilt'.	<ul style="list-style-type: none"> Term 1 - Week 7 Term 3 - Week 6 	<ul style="list-style-type: none"> Attendance SSO creates data Class teachers using PowerPoint work with students to create, analyse and communicate with families Deputy co-ordinates PowerPoint
End of semester spotlight check	R-6 students identify then analyse own data using spotlight. This goes home with school report.	<ul style="list-style-type: none"> Term 2 - Week 9 Term 4 - Week 8 	<ul style="list-style-type: none"> Attendance SSO creates data Class teachers using PowerPoint work with students to create, analyse and communicate with families Deputy co-ordinates PowerPoint
Interview discussions	Families aware of the impact of absences on academic and social success	<ul style="list-style-type: none"> Term 1 – Week 10 Term 3 - Week 9 And/or within NEP/IEP/ILP discussions. 	<ul style="list-style-type: none"> Attendance SSO identifies students at risk and checks families have booked an interview. If not, calls them and books interview time.
Intervention programs letters to families	Families made aware of the impact of absences on academic and social success and potential for student to lose opportunity to participate in program	<ul style="list-style-type: none"> Mid-term 1 and end week 2 subsequent terms. 	<ul style="list-style-type: none"> R-2 and Years 3-6 Teaching and Learning Co-ordinator.

7- 12 ATTENDANCE TRACKING PROCESSES

WHAT	RESPONSE	WHEN	RESPONSIBILITY OF																				
Year Level Managers Attendance Check	At year level managers meetings attendance data is discussed and poor attenders identified for follow up by year level managers	<ul style="list-style-type: none"> Term 1 - Week 1 & 3 Terms 2–4 meet at least once a term 	<ul style="list-style-type: none"> Year 8 – 12 Year Level Managers Sub School Leaders Principal 																				
Traffic Light Check	Attendance listed on reporting template. Data shared with parents and students when report is sent home. Interviews requested with parents and students with poor attendance	<ul style="list-style-type: none"> Terms 1-3 Week 5 	<ul style="list-style-type: none"> Class teachers Middle and Senior Head of Schools <table border="1" data-bbox="1054 1541 1477 1816"> <thead> <tr> <th>If your child misses...</th> <th>That equals...</th> <th>Which is...</th> <th>And over 13 years of schooling...</th> </tr> </thead> <tbody> <tr> <td>1 day per fortnight</td> <td>20 Days per year</td> <td>4 weeks per year</td> <td>Nearly 1.5 years</td> </tr> <tr> <td>1 day per week</td> <td>40 Days per year</td> <td>8 weeks per year</td> <td>Over 2.5 years</td> </tr> <tr> <td>2 days per week</td> <td>80 Days per year</td> <td>16 weeks per year</td> <td>Over 5 years</td> </tr> <tr> <td>3 days per week</td> <td>120 Days per year</td> <td>24 weeks per year</td> <td>Nearly 8 years</td> </tr> </tbody> </table>	If your child misses...	That equals...	Which is...	And over 13 years of schooling...	1 day per fortnight	20 Days per year	4 weeks per year	Nearly 1.5 years	1 day per week	40 Days per year	8 weeks per year	Over 2.5 years	2 days per week	80 Days per year	16 weeks per year	Over 5 years	3 days per week	120 Days per year	24 weeks per year	Nearly 8 years
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Ratified Date:

Review Date: