



Francis Greenway High School Attendance Policy

Introduction

Francis Greenway High School (FGHS) recognises the connection between high attendance and students reaching their potential and increasing their life and career choices. It also supports their wellbeing, and sense of belonging within a community.

Responsibilities of Parents

Parents and carers are legally responsible for sending their child/ren to school every day that it is open. When a child is absent due to illness/injury or a family emergency parents are expected to provide an explanation for the absence. This can occur via a phone call, in written form or as a response text to the daily notification sent out by the school, but must occur within seven days of the absence.

Extended absence must be discussed with the Principal. This includes ongoing or lengthy medical issues. An exemption may need to be requested depending on the individual circumstances.

Parents are expected to work with the school and DoE personnel to ensure any attendance issues are dealt with.

Responsibilities of the Principal

- All records are available at all times. The attendance data is held within the Sentral software along with notes of explanation, written rolls and correspondence relating to a student's attendance which are kept in the school archives.
- Communication with the community is regular and promotes strong attendance. This occurs via Facebook posts, website information, the school newsletter and P&C meetings.
- Parents receive a text notification if their child is absent from school. They are contacted again after seven days if they have not provided an appropriate explanation.
- There is a mechanism for tracking and addressing attendance concerns. School Attendance Team (SAT) meet in Weeks 3 and 7 of each term to analyse attendance data and to case manage students who have lower than satisfactory attendance. The meetings are attended by the Principal, Deputy Principals, HT Wellbeing, SAO attendance person and the Home School Liaison Officer (HSLO)
- Staff are trained in the use of Sentral to record student attendance each period. This is part of the induction process for new staff.
- Those students with low attendance are case managed by the relevant Deputy Principal. Other personnel may include school counsellor, Student Support Officer, HSLO and Year Advisor. The communication and action will be recorded on Sentral.
- When necessary the Mandatory Reporter Guide is used to establish educational neglect and, if necessary, a report made. The HSLO would be involved at this stage of concern.
- Maintain a special circumstances register eg Industrial Action

Responsibilities of Staff

- Staff are expected to create a safe and welcoming learning environment and to know their students and how they learn. All students are known, valued and cared for.
- Maintain accurate attendance records through the marking of class roles every period on Sentral.
- Inform Senior Executive of any concerns around a student and their attendance.

Steps to address unsatisfactory attendance

- Consultation with parents to determine any special circumstances
- Referral to the LST- DP/YA/HT Wellbeing to case manage
- Implementation of an Attendance Improvement Plan
- Referral to school counsellor or Student Support Officer, if appropriate
- Complete MRG
- Work with any known external agencies involved with the child/family
- HSLO – letter to parents, ongoing support and following of legislation
- Post compulsory age- students who are 17 years of age and do not return to Year 11 will be contacted and may be removed from the roll.

Exemptions from school

- Will only occur when in the best interests of the student. Any student who has been the subject of contact with the Child Wellbeing Unit will not be granted an exemption without thoroughly checking all details.
- Exemptions may be given for student to attend Work Experience or Work Placement. This will be identified as School Business on the roll.
- Travel exemptions must have an itinerary accompany the request and will not be supported for students undertaking HSC examinations.
- The school will contact parent/carer if the student/s do not return on the day they are expected to.
- Parent, carers and students need to be aware that it is illegal for school age students to be engaged in paid employment during school hours. The business will be contacted if this comes to the attention of the school personnel.

Short term attendance

- Information relating to medical, behaviour and academic ability will be sought from the enrolled school.
- A Special Circumstances Register will be completed and forwarded to the enrolled school
- For FGHS students attending special settings, attendance will be recorded into Sentral from the data sent by the host school.

Students leaving school grounds

- Seniors with a flexible timetable are able to arrive late/leave early. This is recorded in Sentral. Parents have been involved in the decision making and give permission for this to occur. Any students not fulfilling their senior student responsibilities will have their flexible timetable removed.
- Students needing to arrive late/leave early for medical appointments must bring a note. This is signed by the Deputy and a slip is provided to the student by Student Services once the information is recorded in Sentral. Parents are encouraged to make appointments outside school hours.
- Immediate contact is made with parents if a student leaves the school grounds without permission. Disciplinary action may be taken as a result of truancy.