

ATTENDANCE POLICY

POLICY NO: 003

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Pages:	3

POLICY PURPOSE

Participation at school are essential factors in achieving social and academic learning outcomes. Schools that develop a supportive learning environment and an engaging and relevant curriculum create conditions conducive to regular school attendance.

This policy provides the framework in Communicare Academy (Academy) for monitoring the attendance of all students, identifying students with attendance issues, and implementing appropriate measures to restore regular attendance.

The guidelines for managing attendance include:

- Student attendance is taken twice a day. These are during Period One and Connect.
- All students are to have their attendance taken, irrespective of where the programme is delivered.
- Teacher records the attendance.
- Enrolment and Attendance Officer (EAO) collates the attendance records in an electronic database.
- Attendance records are retained for seven (7) years from the day in which the enrolment ceases.
- The Principal will comply with requests from the Department of Education Services or other agencies such as CPFS, JJT, Centrelink to provide information on student attendance.
- EAO is the contact person to follow up with parents/guardians for non-attendance.
- Leave passes allow students to be readily recognised by police and other agencies that they are legitimately off school site during school hours.

PROCEDURE

While 100% attendance is highly desirable, it needs to be understood that this is the ultimate goal. While students are working to address barriers which impact attendance, the following document sets out the procedures which staff will take while working with students' attendance. It is to be noted that these procedures are long-term goals and may need negotiating in consultation with support services.

1	Absence from the Academy requires a valid explanation, which includes but is not limited to: <ul style="list-style-type: none"> • contact from parent/guardian, • a medical certificate, • confirmation of other appointments which are unable to be made outside school hours, Where possible, prior notice of absence should be given to the Enrolments and Attendance Officer (EAO).
2	At the beginning of the day and Connect Class, teachers record student attendance in the class attendance register and submit it to the EAO.
3	The EAO collates the attendance registers and enters it electronically on the school's attendance register. This record indicates student attendance and participation.
4	Regular attendance is monitored by the EAO. When a student is absent, the EAO makes a phone call and/or sends an SMS message to the parent/guardian or, if provided, by email. A record of this is made in the attendance record database.

5	If the student continues to be absent over a two week period of review , without a valid reason, the EAO contacts the parent/guardian. A record of this is made in the attendance record database. The EAO coordinates a case conference** to discuss strategies to assist the young person re-engage. The participants in the case conference are recommended by the EAO and approved by the Principal. A formal letter will be sent to the parent/guardian with a copy of the strategies discussed at the case conference.
6	Should the student continue to be absent without a valid reason over a second two week review period , after the case conference**, a meeting will be called with the student, parent/guardian, and relevant staff authorised by the Principal. A contract will be designed, written, signed by the student and parent/guardian, and a copy of this sent home with a formal letter.
7	Should the student continue to be absent without a valid reason another a third review period of a week of this meeting, the EAO will discuss further action to be taken with the Principal. This will include a final, formal interview with relevant staff, the student, and parent/guardian. Further action, after all possible, reasonable attempts have been made to engage the young person, may lead to a cancellation of enrolment from the Academy. A formal letter recording and formalising this step taken will be sent to the parent/guardian.
8	In the event the student's enrolment is cancelled, the student records will be finalised and academic process internally audited. The statement of attainment is produced and mailed to the student within 2 weeks. The EAO will report this to the Regional Office of the Department of Education which will determine whether the student is to be referred to the STS Officer in the Department of Education. The School Curriculum and Standards Authority is also notified by the Administration Officer.
9	The Principal may consider offering the student a return to the Academy upon agreed changes to behavior, attitude and motivation.

****Parents who fail to attend or cancel case conferences will be given a second appointment. Failure to attend the second case conference will result in a formal letter recording and formalising cancellation of enrolment at the Academy.**