



Everton Park State High School

Student Attendance Procedures

Roles and Responsibilities of designated officers to enable attendance to be managed systematically.

Home Group Teacher

- Mark roll during Home Group by 9.15am
- Students give notes to Library Aide in the library before Home Group. Remind students with notes to do this.
- Refer students who are absent for more than three days via a One School contact to the Head of Year

Class Teacher

- Mark roll within the first 15 minutes of the lesson
- If student is Unexplained after Home Group, refer to HOY
- Follow up immediately any student who has been in attendance at school and is missing from class– contact the office either by phone or by sending another student to the office
- If student has truanted from the class document in One School and refer to HOD
- Follow up on students identified by HOD as missing from lesson
- Review the **Daily Attendance Report** emailed each afternoon and / or:
- Adjust the roll if not marked the student correctly
- Contact HOD to check on attendance
- Contact the Enrolment Officer (EO) if the student has a regular absence which has not been communicated to the office – e.g. Work Experience, IPP, TAFE, Instrumental Music or other Off Campus or School activities

Head of Department

- Identify from the **Daily Attendance Report** any unexplained absences from classes
- Notify teacher of partial truancy and seek a clarification if the roll was marked incorrectly or student truanted
- Issue a lunchtime or after school detention to make up for missed learning (make a OneSchool report & phone call home)

Head of Year

- Monitors student absences especially those with three day absence without explanation
- Identifies students who have a pattern of absences without reasonable excuses and discusses with Principal (10, 11, 12) or Deputy Principal (7, 8, 9)
- Works to support parents & child to ensure student attendance. All contacts, including records of meetings, conversations and referrals are to be documented in OneSchool

Library Aide

- Record on ID Attend that a note, email, phone call, text has been received to explain the absence and refer to the Enrolment Officer (Including scanned documents e.g. note from parent)
- Monitors students arriving late and departing late

Enrolment Officer - 8:45am - 10:45am

- Uploads ID Attend to OneSchool by end of business every afternoon
- Sends an SMS to parents / carers each morning by 9.45am for any student marked absent without a reason in Home Group with same day phone call.
- Record on OneSchool that a note, email, phone call, text has been received to explain the absence- not logged as contact for routine absences but uploads into absence data
- Run the three day absence report on OneSchool and email to HOYs
- Meets regularly with HOY to work through absences



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- Contacts parents/carers by phone after 3 days absences, whether explained or unexplained.
- Every week, generates letters from OneSchool for students with unexplained absences and mails and emails to parents after consultation with Head of Year
- Records the Absence Letter contact in OneSchool contact

Principal/Deputy Principal liaise with HODs to:

- Review faculty data on attendance and discuss issues of concern
- **Liaise with the HOY through regularly meetings to:**
 - Monitor students of concern and assist with additional resources and support services
 - Discuss student absences over 15 days without appropriate reasons and determine actions – Cancellation of Enrolment and / or DET process to commence
 - Refer student to Support Services Team if needed