HUNTERS HILL HIGH SCHOOL

POLICY ON ATTENDANCE AND LATENESS OF STUDENTS

OVERVIEW
Hunters Hill High School acknowledges the strong correlation between student attendance and performance.

MAIN TENETS OF THE POLICY
- All students are required to attend Hunters Hill High whenever instruction is provided.
- In partnership with parents, the school works to ensure that student attendance as a core school responsibility.

The school will:
- Maintain a daily record of student attendance and maintain accurate records of student attendance.
- Report to the Home School Liaison Officer (HSLO) any permanent resident or Australian student under the age of 17 years whose attendance has dropped below 70%.
- Report to the International Students centre, any international student whose attendance is below the 80% minimum attendance for visa compliance.
- Contact parents/guardians by SMS or email message to report a student absence and seek a reply by SMS or in writing an explanation for the absence.
- Report to parents each student’s cumulative attendance figures on biannual reports.

SCHOOL PRACTICE
- School attendance rolls are marked at roll call at the start (8.45 a.m.) of each school day.
- Students arriving at school after morning roll call must go to front office to register for the school day.
  - These students issued with an electronic slip recording school, name, date, time of arrival and reason for being late
  - Students must show the slip to the classroom teacher on arrival at their lesson
  - Students with a history of frequent late arrival will be counselled and may receive an after-school detention if lateness continues
  - HHHS has the expectation that parents supply written notification for absence, late arrival or request for early departure.
- Classroom teachers are to maintain a class roll that is marked during each lesson of the school day.
- HHHS collates and publishes the Daily Absent and Late Sheet every school day. This is distributed to teacher staffrooms by 10.30 a.m., each morning.
- Teachers check their class rolls against the Daily Absent and Late Sheet and the Daily Information (Green) Sheet to identify student who are missing from class without explanation.
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SCHOOL PRACTICE cont.

- Names of truanting students are reported to HT’s, school will send SMS or
  emails to parents when students are confirmed as truanting
- HT’s issue after-school detentions to students who absent themselves
  without permission
- Truancy letter generated on RISC

- Students leaving school early, bring a letter from a parent to the front office for
  processing. An electronic slip recording school, name, photo, date and time of departure is
  issued to the student.

- Students who are intending to be absent for an extended period for reasons such as
  overseas travel – parents are required to write to the principal requesting leave and
  explaining the circumstances. If leave is granted, students are to organise plans for missed
  work with individual teachers.

- The school communicates issues of attendance, punctuality and truancy via the following:
  - Daily SMS text or email messages to parents or phone calls
  - Parent/Teacher Events
  - RISC Notifications of Truancy letters
  - Explanation statements within After-school Detention Notifications
  - Interviews – Teacher/ parent, Year Adviser, DP, and Principal
  - RISC Notification of Attendance Concern letters
  - Student Monitoring Books

- In circumstances where a disputation occurs regarding attendance, the school issues
  students with a Confirmation of Attendance Sheet whereby the student’s teachers verify
  attendance using their records for each lesson on the day in dispute. The school roll is
  amended if found to be in error.

- Year Advisers are Learning Support Team members, they have responsibility for identifying
  Australian and permanent resident students with attendance rates below 70% and
  international students whose attendance is below the 80% visa requirement.

- Deputy Principals prepare HSLO referrals for identified students.

- Deputy Principals meet with the HSLO to provide relevant background information about
  issues that may have impacted on a student e.g. hospitalisation, travel and bereavement.

TARGETS

1. Work to improve student attendance by Year Advisers monitoring attendance patterns of
   students in their years and interviewing students with attendance below 85% on a
   fortnightly basis

2. Reduce student lateness to school by at least 5%.

3. Ensure that all incidents of student fractional truancy are reported on RISC and to parents
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LATENESS STRATEGIES

- Interview with Attendance Officer or DP re need for punctuality to school
- 3 or more Late Arrivals within One Month
  - Lunchtime Detention doing school service
- Parental Contact either by Phone or Letter sent home
- Formal interview student, Attendance Officer &/or Deputy Principal
- Parents & student in Formal interview with Deputy Principal
- N Award Warnings issued by faculties for incomplete work

FRACTIONAL TRUANCY

Procedures for fractional truancy:

- Roll marking in every class
- Check absentee sheet everyday
- Check with office for sick bay or sign out
- Inform reception, so they can send an SMS or email to the student’s parents
- Follow up with student, confirm truancy and inform them of work to be completed by next lesson.
- Ring parents and record on RISC or an equivalent welfare database.
- Create letter ‘notice of truancy’. Take this to office for photocopying and posting.
- Provide details to HT voicemail. HT will issue an Afterschool Detention.
- HT will check After School detention book and follow up with the student if detention not completed
- If the student fails to make up the required work, place on lunchtime detention.