**Rationale**
An area requiring ongoing consideration in the daily operations of Lowood High is the reinforcement of the requirement for regular attendance by students. All stakeholders in the school play a part in ensuring this occurs. The safety of students is assured if parents and school personnel are aware of the location of students throughout the school day. Furthermore, students can be monitored to ensure that they are at school when they are expected to be.

**Roll Marking Procedures (Home Group)**
The marking of the **Home Group roll** is a very important responsibility which cannot be delegated to a student monitor except in exceptional circumstances (Eg. teacher absent and no replacement).

Home Group occurs every morning. On designated days, there will be a Year Level Parade, which is coordinated by the Year Coordinator. The days that Year Level Parades occur are usually:

<table>
<thead>
<tr>
<th>Yr Level</th>
<th>Day For Year level Parade</th>
<th>Location</th>
</tr>
</thead>
</table>
| 8        | Every morning until further notice.  
- Commence the year with a parade each morning.  
- As the year progresses, the number of parades / week will be reduced. | Hall |
| 9        | Every morning until further notice.  
- Commence the year with a parade each morning.  
- As the year progresses, the number of parades / week will be reduced. | Area between L & M block. |
| 10       | Monday and Friday. | Amphitheatre |
| 11       | Tuesday | Amphitheatre |
| 12       | Friday | Between B & L block |

When marking rolls, the Home Group teacher must:
- Use blue / black pen (not red pen or pencil),
- Initial at the bottom of each day.
- Use the following symbols to help maintain accurate, consistent rolls:-
  ✓ = Present  
a = Absent  
sb = sick bay  
L = arrived to class late
- If a student arrives late to Home Group and has already been marked absent (a), the “a” may be crossed out and an “L” placed in the box below (but please impose a consequence as a deterrent to this becoming a regular behaviour)
- **No money is to be left in the roll.**

**Errors In Roll Marking - Corrections**
*No entry on the roll is to be altered by Home Group teacher after the information has been entered into SMS.* If you find an error has occurred (Eg. student who was present but is marked absent), a written message must be delivered to the Absentee Officer. This may take the form of a separate note or a clear message on the roll itself.

**Explaining Absences**
All students, no matter what their age or year level must provide either a note or a phone call to the Student Absentee Line (Ph: 5427 8360) to explain absences from school.
- For students of compulsory school age, teachers have a duty of care to establish the reasons for absence from school.
- For students of post-compulsory age teachers have a responsibility to seek reasons for absence from school although the responsibility for providing the information rests firmly on the students and parents.

An absence can be explained in the following ways.
- Note from home
- Phone call during office hours.
- Message left on absente hotline
- Doctors’ Certificates are acceptable instead of parent notes provided that they cover the total period of absence.
Receipt of Notes
• As a matter of routine, Home Group teachers should ask students for their absentee notes on the first day students return to school after absences
• The teacher is to initial the absentee note and make any notation necessary to identify the provider of the note (Eg. F Nerk 10B).
• The teacher is to circle all the ‘a’ on the roll to which the note refers.
• All notes are to be put into the roll envelope and returned to Student Reception. Roll monitors should be made aware of their responsibility for carrying the roll carefully.
• Students who do not provide notes:
  - Allow students a few days to provide notes (3 days maximum).
  - If this information is not provided within 3 school days of the return to school, refer the student to the Year Level Coordinator or check with the Absentee Coordinator (ext 318).

Daily School Absentee List
• A list of daily absentees is distributed via email. This is normally completed by morning tea.
• Absentee notes are then checked and reasons for absence recorded on SMS. As each note is checked the circled ‘a’ on the roll will be highlighted.
• Students with a School Disciplinary Absence (Eg: suspension) will be indicated by the code on the daily school absentee summary

Summary of Codes Used for Absences:

<table>
<thead>
<tr>
<th>A</th>
<th>School Activity</th>
<th>I</th>
<th>Illness</th>
<th>R</th>
<th>Suspended, pending Exclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Excursion</td>
<td>J</td>
<td>Unauthorised</td>
<td>Q</td>
<td>Suspension 6-20</td>
</tr>
<tr>
<td>E</td>
<td>Early Departure</td>
<td>L</td>
<td>Late Arrival</td>
<td>S</td>
<td>Sport</td>
</tr>
<tr>
<td>F</td>
<td>Off Campus Activity</td>
<td>O</td>
<td>Other</td>
<td>W</td>
<td>Work Experience</td>
</tr>
<tr>
<td>H</td>
<td>Holiday</td>
<td>P</td>
<td>Suspension 1-5</td>
<td>X</td>
<td>Exclusion</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
<td>Cancellation</td>
</tr>
</tbody>
</table>

Students Arriving At School.
• Regardless of their mode of transport (walk, bike, bus), students travelling independently from their parents are to make their way directly from home to school. Students are not to deviate from the most direct route to go up town, to see friends etc.
• Students travelling to school with their parents are to be dropped off at school, not in Lowood or another location.
• Once at school, students are required to immediately enter the school grounds. Students are no to leave the immediate vicinity of the school, or loiter at the front of the school.

Class Attendance
During class, each teacher should keep an accurate roll of attendance. It is each teacher’s responsibility to daily correlate their class attendance records with the school absentee lists for students who may be truanting.

Once the teacher has check sickbay register and the early departures book, if a student is suspected of truanting, the teacher should:
• Complete a OneSchool entry.
• Follow up with the student and resolve the issue in accordance with a restorative approach and the Responsible Behaviour Plan (see Policy #4)
• Inform the Year Level HOD if this becomes a regular pattern of behaviour.

Responsibilities
1. Students
• Students are expected to be in the school grounds by the time of the first bell at 8.40am.
• Students who arrive late to school must go through Student Reception to sign in late. Students must provide a reason from their parents for being late. Students who fail to provide an acceptable explanation from their parents will be required to make up this time with their Home Group Teacher.
• All notes regarding student absence are given to either the Home Group teacher or Student Reception within a week of the absence.
• See each of their teachers immediately upon their return to school in order to establish the best way to catch up on missed work and maintain their learning potential.
• Where possible, inform their teachers of upcoming long term absence (eg. holiday, medical) prior to absence.
• Bring a detailed note from home (including reason for request, return time etc) if seeking approval to leave the school grounds at lunch time or earlier than 3pm.
• Senior students must consider that LSAP points will be lost for late arrivals (without reasonable explanation) and unexplained absences from school.
2. Parents/Caregivers
- Provide notes to explain their student’s absence and/or late arrival to school. A phone message is acceptable, however a note is preferable as it provides a permanent written record of the absence.
- Provide a note if seeking approval for their children to leave school grounds, unless taken ill during the day.
- Liaise with the school office if requiring their children to leave the grounds on short notice for any reason.
- Assist their child in deciding whether they should attend non-compulsory excursions (e.g. sport) in light of catching up on missed work and meeting assessment deadlines.
- Respond to letters that are sent home approximately 3 times per term asking for an explanation of unexplained absences.

3. Administration
- Liaise with parents regarding unexplained absence as required.
- “At risk” students are identified and assisted (with caregiver support) to attend school.
- Collect a copy of class rolls from all teachers (via curriculum HODs) at the end of each term.
- Ensure appropriate actions for students who are not meeting the compulsory schooling requirements.

4. Class Teachers
- When requested, provide work to a student who has been absent.
- Keep an accurate roll for every class taught.
- Record keeping templates for each term must clearly specify:
  - Teacher’s Name, Subject and Yr Level, Term, Year, Lesson Dates for each week.
- Use the following symbols to help maintain accurate, consistent rolls:
  - ✓ = Present
  - a = Absent
  - sb = sick bay
  - L = arrived to class late
- Check your rolls with the Absentee Lists issued to staffrooms each day to identify any suspected cases of truancy.
- If it is established that a student was truanting, the teacher completes the (yellow) truancy slip and gives to the relevant YL HOD.
- The teacher is required to put suitable consequences in place to make up missed instruction time and restore the relationship with the student.
- The YL HOD is responsible for establishing the reason for truancy and refer chronic cases of truancy to administration if required.
- Provide a copy of the class rolls for storage in Admin at the end of each Term.
- These rolls will need to be given to your curriculum HOD (in Year Level order) on the last day of each Term. Curriculum HODs will need to organise all the copies into Yr Levels and alphabetical subject order and pass them onto the middle or senior school DPs.
- Storage in Admin will reflect the particular Term and subjects taught in that Term within each year level.
- These rolls are kept as an official record and may need to be accessed to provide evidence of attendance up to 5 years on, should an EQ audit or criminal investigation occur for example.

5. Home Group Teachers
- Accurately mark the roll during Home Group time (for details, see section titled ‘Roll Marking Procedures’).
- Collect absentee notes from students in Home Group class.
- Place absentee explanation notes in the roll for data entry by teacher aide during the day.
- Monitor unexplained absences and maintain vigilance in chasing up absentee notes from the students within your Home Group.
- Impose a consequence for students who have arrived late to school without an acceptable reason from their parent.

6. PM Absentee Return
Teaching Staff
- Are to mark the class roll (see Policy – Roll Marking for details)
- To ensure accuracy, teaching staff are requested to count the number of students in the class, and match this with the total students marked in attendance on the class roll.
- Absent students are to be named on the PM Absentee return slip.
- Nominate a student to return the PM Absentee return slip to **Student Reception by 2.30pm**
7. Student Reception
- Collect the PM Absentee slip
- Indicate receipt by referencing to the timetable list of subjects taught at that time.
- Tear off the bottom section ‘Out Of Class Pass’ and return to the student.
- At 2.30pm, if there are returns yet to be submitted, Student Reception is to call the relevant staff room to get a message to the classroom teacher to complete the PM Absentee return slip ASAP.
- The Absente Officer will collect this information and process into SIMS.

8. Absente Officer – Checklist Of Duties
- Collect previous day’s early departures, late arrivals and P4 pm absentee return slips from Student Reception.
- Collect rolls, absentee, late arrival and early departure notes from the office.
- Retrieve from office any late notes for current day.
- Enter data on SMS.
- Generate daily absentee list, and distribute to Deputy’s, Staff Room Reps and Student Reception.
- Collect phone calls from Office and Student Reception.
- Retrieve phone calls from the absentee hotline.
- Process phone call and absentee notes.
- Generate LSAP, 3 Day Absence and PM Absentee lost from SMS access.
- Distribute LSAP list to Deputy (Senior School), and copy of PM Absentee list to Year Level Coordinator.
- Make phone calls to parents/care givers in relation to x3 days absent without permission. Provide a copy to Administration with outcome of conversation.
- Generate and arrange for distribution the ‘x3 Day Unexplained Pink Letter’ at the end of each month.

Process & Procedure – 3 Day Absentees
- Run query “LSHS Absentee 3 days with telephone numbers each day.
- A parameter will pop-up asking for the beginning date.
- Enter date of three school days ago including today’s date in the count.
- The next parameter will ask for end date.
- Enter today’s date.
- Run and printout query.
- Contact parents of students on the list and document the reasons for absences.
- If parents not contactable, having tried all numbers on list – use SMS for parent guardian no 2.
- Make a notation of who you spoke to if not Parent Guardian 1 printed on list.
- If both PGs were not contactable indicate this on the report.
- Update SMS with any explained absences.
- Give a copy of the report to each Deputy and file the original.

Relevant Legislation And Policy
- Education (General Provisions) Act 2006
- Education (General Provisions) Regulation 2006
- Family Responsibilities Commission Act 2008

Related Procedures
- IFM-PR-008: Records Management in Schools and Non-School Offices
- SMS-PR-029: Managing Student Absences
- SMS-PR-027: Enrolment in State Primary, Secondary and Special Schools
- SMS-PR-017: Enforcement of Compulsory Schooling and Compulsory Participation Phase
- SMS-PR-030: Exemptions from Compulsory Schooling and Compulsory Participation

***** End Of Policy *****