

Attendance Policy



THE KING'S COLLEGE
Be exceptional.



Compliance and Review

The King's College is committed to the continuous improvement of its Child Protection Programme and adhering to the WA child protection laws, regulation and standards.

The King's College
Attendance Policy

Reviewed by: The Principal
Endorsed by: The School Board

Updated: October 2019
Next review: October 2020



Attendance Policy

1. Overview

The King's College recognises the need to be vigilant in its care of those students enrolled in the College. Attendance is compulsory for all students enrolled at the College. The College understands that a fundamental part of Pastoral Care at the College is the recognition of and attention to individual students. For this reason, the College has procedures in place to monitor the attendance of each student and to make contact with parents/guardians if a student is absent and/or relevant agencies in the case of prolonged unexplained absences. Parents/Guardians are informed of these processes in the College Diary, the Family Handbook and on the College website.

1.1 Attendance

Attendance is compulsory for all compulsory aged students at The King's College.

1.2 Relevant Legislation or Authority

The School Education Act 1999

School Education Regulations 2000

Further References: Improving Attendance: A resource Package for Schools, Department of Education and Training 2006

2. Guidelines

The Act requires that compulsory aged students attend school, or participate in an educational programme, on the days on which a school is open for instruction, unless a written arrangement has been entered into for that student. From 2008, education is compulsory for students until the end of the year they turn 17. Exemption can only be granted by the Minister. (Improving Attendance, 2006, p13).

a. Staff

Staff are required to be aware of who is in attendance at the College and who is not and follow up reasons for absence.

Staff are to support students and parents as they take responsibility for the effect of students' absence.

b. Students

Students are required to be present at the College unless they have a valid reason. Validity of absence is determined by the College in cooperation with parents and guardians.

Students are not allowed to leave the College between 8:25am and 3:15pm without permission.

Attendance Policy

c. Parents

Parents and guardians are responsible to ensure students attend the College on time and inform the College of student absence the morning of the absence, otherwise the College will contact parents and guardians the same morning.

d. School Administration

Students are required to be present at the College and in every lesson.

If no contact is made by phone, text or email, a letter is sent home to parents and guardians to inform them of the absence and requesting them to complete, sign and return an explanation of the absence (also see excessive absence). All student absences will need written correspondence from parents and guardians with an explanation of the absence.

e. School Roll

Details of the roll are to be kept electronically by the College.

f. Supervision

- While teachers are not required to be on the College premises before 8:00am, many do arrive early in order to prepare and plan for the learning programme.
- It is understood by staff that students who arrive prior to 8:05am need to be under supervision; this is the Duty of Care responsibility of every member of staff on the college premises.
- However, the College does request parents/carers that children not arrive at school prior to 8:05am when Duty Teachers are active in various areas around the College.
- Students should be collected promptly when school finishes for the day. On occasions when parents are unable to collect children promptly after school, we ask that Reception be informed so that reassurance can be given to children to alleviate any distress.

3. Absences

Students are required to be punctual and should be present at all lessons unless ill or for another legitimate reason.

a. Acceptable and Unacceptable Reasons for Student Absences

i. Acceptable reasons for absences are:

- Sickness
- Danger of being affected by an infectious or contagious disease
- Temporary or permanent infirmity

Attendance Policy

- Unavoidable and sufficient cause e.g.
 - Bereavement within the family or of a close friend
 - Family trauma
- Attending a College organised activity e.g.
 - Excursion
 - Camp
 - Work experience

Please note that in the case of College organised activities, students are marked *present* on the class roll.

ii. Unacceptable reasons for absences are:

- Truancy shopping expeditions with or without caregiver
- Haircuts
- Helping at home or at parent/caregiver's place of work
- Part-time or casual work (including travel to and from such work)
- Appointments which could be made out of school hours (including driving lessons and tests)
- Excessive time for appointments that are avoidable
- Holiday

b. Student Absence records

Parents of students who need to attend appointments or who will be absent during class times, should email absentee@tkc.wa.edu.au and the class teacher prior to the event.

When unexpected absences occur, or sickness necessitates being away from the College, parents must notify the school office by email, text, telephone or in person, preferably by the start of the College day at 8:30am. A written note should be handed in to student services or emailed to absentee@tkc.wa.edu.au as soon as the student returns to school. A medical certificate may be required to explain prolonged absences.

If a written explanation of absence is not received, letters will be sent to parents on the 1st and 14th of each month instructing parents/carers to detail the absence and return the letter to the college. If this letter is not returned within five days a follow up letter will be sent requesting the information be returned within four days. If written explanation is not received within four days. A third letter will be sent home and a phone call will be made to the parents/cares advising them that the letter must be returned the next day. The Dean of Students will then call parents/carers each day until a written explanation has been received.

Attendance Policy

The College strongly discourages parents from removing their children from the educational programmes of the school for holidays. Negotiation with the Principal needs to occur if a child needs to be absent from school for any period of time. Parents should make every effort not to take children on holidays during term time, as much programmed work and assessment is missed.

Parents are required to notify the Principal in writing prior to extended discretionary absence in order to obtain permission for that absence. The College acknowledges that ten or more days of absence in one year may put a student at academic risk.

4. Late Arrival

Primary School Students who arrive at the College late are required to sign in at reception and should be accompanied by their parent/guardian.

Secondary students who arrive at the College late are required to sign in at Student Services and may provide a note from their parent/guardian.

Late students will be issued a late note.

Secondary students who arrive late to class from a previous lesson must have a note in their diary from their previous teacher and sign in late at student services.

5. Early Leave

When children are removed from school during the day by parents/guardians, the SEQTA Kiosk must be signed at reception, parents are given and an 'early leave' pass to hand to the teacher. In Secondary, Student Services staff will be contacted by reception and will arrange for the student to go to reception for collection. **Please note that all Parents/Guardians and authorised persons must show Photographic ID before being allowed access to a student.**

5.1 Internal College Appointments

If a student indicates they need to leave class for an appointment, eg with the College Chaplain, they should show the teacher their appointment slip. The learning period attendance roll should not be altered.

5.2 Excursions / Incursions / Sporting Carnivals / Camps / Work Experience

Teachers need to let Student Services as soon as possible if students are absent from an excursion, incursion, sporting carnival or camp. These are compulsory events.

Parents need to advise the College of any absence from an excursion, incursion, camp or Work Experience giving full reasons for the absence.

5.3 In-School or Out-of-School Suspension

The Principal/Deputy Principal/Dean of Students/Head of Students is required to notify Student Services and all relevant teachers if a student has been placed on In-School or Out-of-School Suspension, as well as the expected duration of the suspension and when the student returns to class or school. This notification includes the name and class of the student and the expected duration of the suspension.

- For an In-School Suspension, the student will be marked *present but on suspension*.
- For an Out-of-School Suspension, the student is marked *absent but on suspension*.

5.4 Sickness and Accidents

- In the event of a child being sick or involved in an accident at school, parents are contacted as soon as possible.
- All parents are asked to make sure that the school has a telephone number or an address at which they can be contacted. The College must be informed of any changes in telephone numbers, addresses and the person to contact in an emergency. As soon as changes occur this information should be given to the College Receptionist by parents/guardians so that the information can be kept on file and the College's electronic Enrolment register can be updated.
It is imperative that personal details are current. The College will seek an update of any changes to personal details on an annual basis
- The College must also be informed on a regular basis of any changes to the health of a student e.g. disability, allergy. *Personal Information Update* forms and *Medical Action Plans* are distributed to all families on a regular basis to help with any change in family or student details. These forms are also available from Student Services.

6. Truancy and Excessive Absence

When truancy (whole day or specific class) is discovered, Student Services staff will inform the Dean of Students who will then contact parents and teachers. As there can be many reasons for truancy, the College will arrange an interview to ascertain what assistance may need to be given to the student and the family or what disciplinary actions need to be taken. Generally, an interview is organised with the student and parent/guardian, Principal, Deputy Principal, Dean of Students

Attendance Policy

and/or the Head of students or class teacher and/or College Chaplain. Counselling and corrective procedures are initiated to assist the student.

In instances of excessive absence, Student Services staff will inform the Dean of Students who will contact the student's parent/guardian to determine the reason for the excessive absence. If necessary, corrective procedures are initiated. These may include an interview with the student and parents, counselling or contact with an outside agency such as Child and Mental Health Services (CAMHS) and/or a case conference.

The College will implement strategies aimed at facilitating regular attendance. These strategies may include:

- Letters home
- Phone calls home
- Emergency telephone numbers contacted
- Transfer documentation checked
- Previous school information checked
- Relatives and peer group attending the College queried
- Direct involvement of Dean of Students and teacher mentor in Years 11 and 12 with supervised support in catching up on work in Student Services

a. Low Attendance Process

If a student has a 10 percent non-attendance for a term without an acceptable reason, a letter will be sent home explaining the attendance requirements. If attendance doesn't improve within four weeks another letter will be sent home and a meeting will be requested to discuss the attendance expectation. If a student has 20 percent non-attendance, the student will be interviewed, and the parents/guardians will be requested to attend an interview with the Dean of Students and/or the Principal. There will be a formal letter sent from the College after this interview, outlining the attendance expectation for the rest of the year. The letter will also outline that unexplained absences must not exceed 20 percent in any term or part there-of. A care plan may be introduced.

In circumstances of excessive absence where correction is not resolved, or parents are not cooperative, the College will liaise with Attendance Officers from the Department of Education Regional Office.

Attendance Policy

If unexplained absences exceed 20 percent in any term, or part there-of, as outlined in the formal letter, the student may be withdrawn from the College.

7. Attending after hours College programs and/or programs endorsed by the College

Students must attend school on the day attending above mentioned programs. If they are too sick to attend school, they also cannot attend these programs. In the event of a compulsory event a medical certificate must be provided to the college.

8. Student Tracking System

When a student leaves the College and a transfer note is not received, the student is known as *missing*. A *missing* student is one that cannot be located using usual school based contacts, but is still actively being sought and followed up, using school, interagency and system level resources that are available. These students need to be managed through case management processes at the school and regional and interagency level and their names must not be removed from the enrolment register.

Missing students must be reported to the Department of Education Attendance Officer in the Regional Office. The student may then be referred to the Student Tracking System Officer who can authorise the change in the student's status from the College attendance records. The student's enrolment is then recorded as former on the Enrolment *register and their records kept in a separate section of the Enrolment database (see below)*. The leave date for the student whose whereabouts is unknown is given by the Student Tracking System Officer via email or phone and is then indicated on the student's record.

9. Changing a Student from the *Current Enrolment Register*

In accordance with Section 21 of the School Education Act 1999, details of students whose enrolment ceases to be current at the College are recorded as "former enrolments". This ensures that their records are kept for archive purposes and their details will not be used for per capita funding and Census. All current timetables and essential information about the student is kept in the database or the student file for archiving.

Students are not placed on the former Roll until the College is informed of the cessation of a student's enrolment via written notification of a Transfer Note or informed by the Student Tracking System Officer regarding the leave date of a 'missing' student.

Reasonable grounds for the change from current enrolment to former enrolment include:

- *Transfer notes, email from another school (interstate or intrastate);*
- *Verbal confirmation from parent/s that student is leaving the state, letter or electronic notification from parent AND interstate transfer note;*

Attendance Policy

- *Home Education notification from Education Regional Office;*
- *Principal's application of Section 20; Director General's application of Section 83; and*
- *Email confirmation from the Student Tracking System Officer.*

*The date a student's status changes is recorded as well as the details regarding the reason for changing the student from the **current** enrolment register to the **former** register is recorded in the student's file and in the school's student database in accordance with section 21 of the School Education Act (1999).*

Related Policies and Information

Access Arrangements Policy

Enrolment Policy

Attendance Policy

Parent/Visitor Volunteer Policy

Off-site Supervision Policy

Staff Code of Conduct