



KATHERINE HIGH SCHOOL

Student Attendance Management

Rationale

Katherine High School acknowledges every child's right to learn and aims to provide students with the best possible learning models. It strives to encourage each student to achieve through regular attendance throughout the school year, focusing on daily and complete lesson attendance.

The school recognises that for some students, there are significant barriers to regular attendance and that to reduce these barriers that clearly defined procedures to minimise and manage habitual non-attendance are followed. With the assistance of the Student Welfare Team and the Year Level Coordinators, classroom teachers and Home Group teachers, students should be given sufficient support to fulfill their obligation to be at school all day, everyday; unless unfit to attend school and are formally notified as absent by a parent or guardian.

Policy Statement

Katherine High School is required to ensure regular attendance based on Section 22 of the Northern Territory Education Act (2004) for the compulsory education of children 6 -15 years of age. This requirement is supported by the Katherine Attendance Management Policy Draft.

Notified Absences

Notification of absence is required for a child who does not attend school for any part of a school day/s. Katherine High School accepts that children may be absent from school on *reasonable grounds* (p20 NT Education Act) and that the school will be notified by their parent or guardian either verbally or in writing at the time of the absence or as soon as possible thereafter.

Teachers Procedures for un-notified absences

In order to promote regular attendance homegroup teachers are required to use the following procedures:

- Remind students that a written message of notification of absences is required by the school
- Repeat the request on a daily basis for a period of 5 school days
- Phone the child's parent/guardian to request written notification or to accept verbal verification of an acceptable reason for absence
- Immediately (within 2 days) phone home to the child's parent/guardian if a teacher believes that an un-notified absence is *not* supported by parent/guardian permission
- Record the phone contact (or attempted contact) to the parent/guardian
- Classroom teachers are to confer with homegroup teachers to confirm notification of absences or that absences are un-notified.

Procedures to be used by Year Level Coordinators

If the homegroup teacher is unsuccessful in contacting a parent/guardian or in effecting the child's return to school:

- Pass the matter on to the child's Year Level Coordinator
- Ensure the attempted home contacts are entered into SAMS by a Katherine High School Administration Officer
- Attempt to effect the child's return to school via:
 - Referral to the School's:
 - Family Liaison Officer
 - Aboriginal and Islander Education Worker

- Assistant Principal Student Welfare

Procedures to be used by the Assistant Principal Student Welfare

Referral to the Assistant Principal Student Welfare who will then begin case management of the un-notified or un-reasonable absences and refer to the School's:

- School Counsellor
- School Chaplain
- School Constable
- Arrange meetings as necessary to discuss the un-notified or unreasonable absences with parents and/or guardians

Letters of Un-notified/Unreasonable Absences

In cases where a child has accumulated 5 days where no notification or reasonable grounds has been provided by a parent or guardian, Katherine High School will generate a **Letter of Unauthorised Absence** requesting the child's return to school or notification of reasonable absence and meetings will be undertaken to ensure the child's return to school.

This policy was last ratified by School Council in....

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