

Attendance Policy

Rationale

Evans River K-12 School encourages students to attend school on a regular basis. We believe that regular attendance provides students with the opportunity to experience success at school. It is compulsory for young people up to the age of 17 to be enrolled in school or other approved educational programs. Evans River K-12 School provides a wide variety of courses and alternative programs to meet the individual learning needs of students. The school has also embraced VET programs and partnerships with community groups to provide opportunities and support for as broad a range of students' aspirations as possible. There is an emphasis on teaching and learning styles that seek to engage students the educational experience.

Procedure

Roll is marked in Wehmalla each morning between 9.10 and 9.20 am. Students arriving late to school are to report to the front office where their names are recorded and they are given a late pass to take to class. If they arrive after Wehmalla they report to the front office to sign in. Students are required to provide a note from parents explaining why they are late. If they do not have a valid excuse, they are issued with a caution. On the third occasion, they will complete a Head Teacher detention. On the fifth occasion, parents will be contacted.

Each period, teachers are required to mark the roll on Sentral. Variations are recorded. Discrepancies are followed up at the first point by the teacher concerned and then by the Head Teacher. Truancies are recorded on Sentral and detentions are completed.

Each week a report of student absences is provided by Jack McMaster or Kirt Swanbury. It shows percentages of absences and allows appropriate follow-up in the form of warning letters, welfare support etc can occur. Kellie Sieurin will contact parents with concerns regarding students in Year K-6. HSLO/ASLO referrals may occur. Kirt Swanbury will contact parents regarding concerns with attendance of Year 7-12 students. In the first instance it will be an expression of concern and gathering of appropriate information. This will occur when attendance is below 85% without probable cause. If the attendance does not improve a letter will be sent to the parents/carers regarding meeting Stage requirements. An interview will be requested to ensure parents/carers understand the Stage requirements. At any point members of staff can refer matters of concern regarding attendance to the LST for input.

Students may be required to leave the school during the day. They need to present a note to the office that includes name, date time, reason and parent/carer signature. A leave pass will be then issued.

Students who leave the school without permission will be recorded as truancy. Parents/carers will be notified and a Head Teacher detention will occur. Seniors have permission to leave the grounds on Wednesdays and Fridays at lunchtime.

Senior students are required to attend school from 9.10-3.30 unless they have approval otherwise. They may have study periods and are expected to remain at school in designated areas. This supports their educational programs.

Evans River K-12 School aims to create a safe and happy environment which encourages active learning. Students need to attend school regularly in order to achieve their potential.