

ATTENDANCE MANAGEMENT PROCESS

The Valley View Secondary School Attendance Management Process describes the responsibilities of all members of the VVSS community to ensure children and young people are attending school.

*This document is in partnership with the Valley View Secondary School Attendance Policy

DAILY ATTENDANCE EXPECTATIONS

STUDENT

- Attend school or an approved learning program on every day the program is offered
- Be punctual in arriving at school or the approved learning program and for all associated lessons and activities
- Participate appropriately in school and approved learning program activities.

PARENT/CAREGIVER

- Ensure their child attends punctually on every day the education program is offered and to comply with the education program being offered
- Provide an explanation to the school whenever their child is ABSENT.

MENTOR TEACHER

- Accurately records student attendance via DayMap
- Follows-up with families and caregivers regarding unexplained/explained absences and records on DayMap

LATENESS

STUDENT

- Reports to executive admin officer via front office
- Provides any documentation regarding lateness.

PARENT/CAREGIVER

- Provide an explanation for lateness via phone call, note in school diary or in person via the front office.

MENTOR TEACHER

- Has conversations with students during Mentor Group regarding attendance and lateness and communicates with parents and caregivers (Recorded on DayMap)

EXECUTIVE ADMINISTRATION OFFICER

- Enters late students onto Spreadsheet (with or without reason)
- Rings parents to determine reason for lateness on the day and records on DayMap with note to mentor teacher
- Enters detention on DayMap for 3 Consecutive Days of unexplained lateness
- Reports to Leadership each fortnight
- Updates EDSAS absence report

- If no explanation is provided, Lateness will be recorded as '**U (UNEXPLAINED)**' and an '**EXPLANATION OF ABSENCE**' stamp will be placed in the student's diary to be approved by parent.
 - After 3 consecutive days of unexplained lateness students will be issued with a detention. If detentions are not completed school behaviour management processes will apply.

3 CONSECUTIVE DAYS UNEXPLAINED ABSENCE

MENTOR TEACHER

- Phones Parent/Caregiver and records on DayMap (for answered and unanswered communication)
- Legitimate absences are updated on DayMap
- Notify House Manager via DayMap attendance email note, if no explanations for absences have been obtained or for further support.

PARENT/CAREGIVER

- Provide an explanation for absence via phone call, note in school diary or in person via the front office or directly via the Mentor teacher.

HOUSE MANAGER

- House Managers regularly check for attendance emails from Mentor teachers and ensure Quality Assurance of documentation.

6 CONSECUTIVE DAYS UNEXPLAINED ABSENCE

MENTOR TEACHER

- Contact Parent/Caregiver and records on DayMap (for answered and unanswered communication)
- Legitimate absences are updated on DayMap
- Notify House Manager via DayMap attendance email note, if no explanations for absences have been obtained or for further support.

PARENT/CAREGIVER

- Provide an explanation for absence via phone call, note in school diary or in person via the front office or directly via the Mentor Teacher.

HOUSE MANAGER

- House Managers regularly check for attendance emails from Mentor teachers and ensure Quality Assurance of documentation.
- Email sent to Attendance Officer requesting 6-day letter to be posted to Parent/Caregiver.

EXECUTIVE ADMIN OFFICER

- Issues 6-day absence letter to families initiated via House Managers
- Uploads 6-day absence letter to DayMap via DayMap attendance email note, attaches letter to DayMap and informs House Manager and Mentor teacher of completion.

10 CONSECUTIVE AND NONCONSECUTIVE DAYS UNEXPLAINED ABSENCE

MENTOR TEACHER

- Monitors attendance throughout term for consecutive and periodic absence
- Contacts Parent/Caregiver and records on DayMap (for answered and unanswered communication)
- Notify House Manager via DayMap email note if student has 10 days consecutive or periodically absent over the Term.

PARENT/CAREGIVER

- Provide an explanation for absence via phone call, note in school diary or in person via the front office or directly via the Mentor Teacher.
- Where appropriate, apply for an exemption when they wish to take their child out of school, such as family holiday
- Work with the school on intervention strategies to improve attendance.

HOUSE MANAGER

- Send email to Executive Admin Officer requesting 10-day consecutive or periodic letter to be posted to Parent/Caregiver
 - House Manager initiates case management of student
 - House Manager to communicate to Mentor Teacher outcomes of case management and strategies put in place to resolve attendance issues.
- ***If no positive outcomes from case management House Manager to notify the Wellbeing Team

EXECUTIVE ADMIN OFFICER

- Issues 10-day absence letter (consecutive or periodic) to families initiated via House Managers
- Uploads 10-day absence letter to DayMap via DayMap attendance email note and informs House Manager and Mentor teacher of completion

WELLBEING TEAM

- Contacts Parent/Caregiver
- Family conference and attendance plan developed
- Makes CARL Report, if required, and documents on DayMap
- Conducts a home visit if not sighted
- Initiates referral to Student Support Services – Truancy
- Informs Principal of all students being case managed as a result of 10-day absenteeism
- Communicates outcomes to House Manager and Mentor Teacher

ONGOING ATTENDANCE RESPONSIBILITIES

MENTOR TEACHER

- Completes EDSAS fortnightly report and return to Executive Admin Officer
- Complete EDSAS term report and return to Executive Admin Officer
- Inform students during Mentor Group if they have a detention that day
- Follow behaviour management process for students who have not completed their detention for lateness.

PARENT/CAREGIVER

- Provide an explanation for absence via phone call, note in school diary or in person via the front office or directly via the Mentor Teacher
- Where appropriate, apply for an exemption when they wish to take their child out of school, such as family holiday
- Work with the school on intervention strategies to improve attendance.

HOUSE MANAGER

- Address attendance at Case Management meetings with Mentor Teacher in weeks 3, 6 and 9 of each term.
- Will communicate whether 'Z' school follow up code is to be used.

EXECUTIVE ADMIN OFFICER

- Generates fortnightly EDSAS reports to Mentor Teachers
- Generate term EDSAS reports to Mentor Teachers
- Prints EDSAS reports for key whole school events eg Parent Teacher Interviews, Course Confirmation
- Prints EDSAS reports for suspension and exclusion conferences
- Reports to Executive Leadership
- Supports House Leader with House Attendance Initiatives

WELLBEING TEAM

- Supports the Mentor Teachers and House Managers in case managing students with chronic absenteeism
- Will communicate whether 'Z' school follow up code is to be used.