



**Sandringham**  
College

## **Attendance Policy**

### **Sandringham 7-10 Campus**

#### **Attendance:**

- Attendance is recorded by the Form Teacher at the beginning of each day.
- Classroom teachers record attendance for each lesson throughout the day.
- Attendance is to be recorded;
  - on Daymap and
  - in hard copy form
- Student Managers will monitor attendance throughout the day and contact parents/guardians as needed.
- To assist Student Managers in this process the classroom teacher should;
  - mark the roll on Daymap as early in the lesson as possible
  - ensure the rolls are accurate
- SMS notifications will be sent to parents daily at 11:00am if a student has been marked “unexplained” for the first two periods.
- The Student Manager will contact the parent/guardian if a student is an unexplained absence for a second consecutive day.
- The Student Manager should also phone home to discuss frequent explained absences.
- The Form Teacher should also make contact with the parent/guardian of a student who has been absent for an extended period of time. This should be done in consultation with the Student Manager.

NOTE: Parents should be encouraged to contact the absence line at the beginning of each day of absence so this can be recorded on Daymap.

#### **Lateness:**

- Students who arrive late to school after Form Assembly must sign in at the office and be issued with a late pass.
- Classroom teachers need to sign a late pass if a student arrives late to their class.
- Students who sign in late without a note will be issued with an after school detention.
- Students who arrive late to Form Assembly will be recorded by the Form Teacher and receive a lunchtime detention for each time they are late without a note.



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#### **Truancy:**

- Student Managers will identify any student who is absent without parent knowledge and phone home immediately.
- After the first incident of truancy, the Student Manager will phone home for any unexplained absence.

#### **School Refusal:**

- Student Managers identify patterns of attendance which indicate a student or parent does not have a valid reason for ongoing absences.
- The Student Manager will arrange an interview as early as possible with the parent and student.
- The Student Manager, together with the Welfare Coordinator and the Engagement and Pathways Leader, will develop strategies to support the student's return to school. These could include;
  - mentoring
  - modified curriculum
  - support from outside agencies
- A clear and accurate record of all parent contact related to school refusal should be kept.
- If school refusal continues, a Poor Attendance Letter must be submitted to the Regional Office.