



DURACK SCHOOL ATTENDANCE POLICY

Durack School aims to provide the best possible education for all students. In order for students to achieve their full potential it is essential that they attend school on a regular basis. Students miss vital steps in the teaching and learning process if they are regularly absent or late. Durack School aims to maintain an average attendance rate of above 95%.

A child who turns six years on or before the 30 June of the school year is of compulsory school age and must attend school. A pre-compulsory school age child is encouraged to attend every day of instruction.

As a community, we are committed to developing relationships to promote regular and timely school attendance.

NON-ATTENDANCE

- Teachers record attendance in Student Administration Management System (SAMS) twice per day within 30 minutes of the start of the session (8:40 am and 1:40pm) using the correct lesson attendance codes (as supplied by the DET).
- Administration staff will contact teachers at 8:45am and 1:45pm if attendance rolls have not been completed.
- Teachers and administration staff must enter any notifications and reasons for absence received in SAMS, initial it and add date of communication. Notifications for absences must come directly from the parent or a person who has daily care and responsibility of the child.
- Administration staff will contact a parent / carer within the first day of an un-notified absence.
- Where contact has been unable to be made after 3 un-notified days, administration staff will generate a Notification of Absence form from SAMS and send it home with the child when they return to school. It is a legal requirement that parents provide the school with a reason for that absence which is acceptable to the Principal.
- Paper rolls (when required) must be delivered to the front office by 8:30 am and 1:45pm so administration staff can add attendance into SAMS.
- Teachers should make note of students who have frequent days off or patterns of absence (even if notified) and discuss this with their line manager who will then assist in creating an attendance strategy plan.
- 'N' code can be used for a maximum of 19 days at the discretion of the Principal (classroom teachers /administration staff to monitor). After 20 consecutive days of un-notified absence students will be moved to the intensive support in SAMS.
- After 5 consecutive days of unexplained absences or a significant pattern of absenteeism the Executive Leadership Team will complete a home visit and meet with parents / carers to develop an attendance strategy plan (classroom teachers /administration staff to monitor).
- If parents provide advance notice of an upcoming absence classroom teachers are to notify administration staff so they can record the information in SAMS.

LATENESS – Arriving after 8.15am

- Students who arrive at school at 8.15am are required to be marked late "L" on SAMS.
- Student who arrive at school after 8.15am must enter via the school office and sign in.
- Students are to collect a late slip – this will identify that they entered school via the office and will be marked 'L' on SAMS by Administration Staff.
- If students arrive at the class after 8.15am and do not have a late slip they will not be marked 'L' on SAMS by Administration Staff and the teacher will need to mark them 'L'.

- Our goal is to educate all students and families that students must enter school via the office if arriving at school after 8.15am.
- Specialist teachers will need to make note of any student who arrives after 8.15am without a late slip and are required to update SAMS to 'L' for the student.
- Where students show patterns of lateness/late more than 2 days per week, teachers will contact their Team Leader who will assist with contacting parents to discuss the issue.

Leaving the school

- Within 30 mins of a parent collecting a student from school, administration staff will enter the time / reason for collection and notify classroom teachers that this has occurred.

OTHER

- Principals are responsible for ensuring that all staff, current and new, are trained in the use of the Lesson Attendance Codes and Descriptions and act in accordance with Departmental Policy and Guidelines.
- A parent or person in the care and control of a child can request their child's attendance data from a school. This data can be released only to a parent identified in SAMS as one of the primary caregivers.

EVALUATION

Enrolment and attendance data from SAMS.

This policy is in line with current NT DET policies on student attendance and to be reviewed every 2 years.

Date Ratified by School Board: November 2024

Review Date: September 2026