

STUDENT ATTENDANCE (Duty of care)

This Policy and Procedure is in compliance with National Code Part D, Standard 11

Policy

ASC International and its registered schools, in recognising that consistent school attendance, academic success and school completion are positively correlated; has established and maintains a comprehensive Student Attendance Policy to meet the objectives listed below. The School works actively in partnership with parents and students in ensuring that all students understand that school attendance is both a right and a responsibility; and helps each student to meet or exceed the School's expectations in this regard.

Policy Objectives:

1. To verify that individual students comply with the conditions of their Student Visa.
2. To know the whereabouts of every student for safety and other reasons (Duty of Care).
3. To maintain high levels of attendance amongst all students.
4. To identify attendance patterns in order to design attendance improvement strategies where required.
5. To identify and eliminate any consistent patterns of absence.
6. To increase successful school completion for all students.
7. To raise student achievement.
8. To provide students with the opportunity to develop the life skills of punctuality and positive daily attendance habits to ensure their future success.
9. To determine the School's average daily attendance for Government and DIBP purposes.

Procedure

Responsibilities:

1. Every Monday, each Teacher Advisor Group (TAG) / Pastoral Care teacher receives a summary of absentee and lateness data for the previous weeks, indicating any absences recorded.
2. Parents and Homestay carers of the student(s) who have not resolved the matter within one week need to be contacted by the TAG / Pastoral Care Teacher (telephone or email) for a written explanation of the absence.
3. Verification Forms – Students who appear to have anomalies in their attendance record (i.e. present for 4 periods and absent for 1 period) will have a Verification Form that needs to be confirmed and signed by the Classroom Teacher. These forms should be handed to the students for them to follow up with their Classroom Teacher. The forms should then be returned to Student Reception for processing.
4. ASC International has access to attendance records and in discussions with the school, will visit the Homestays where appropriate to see if assistance can be offered.

Class Teacher Responsibilities

1. Teachers must record absence/lateness for every period. These need to be recorded in Periods 1, 3, and 5 each day.
2. Teachers should verify attendance (where applicable) when presented with a Verification Form by a student.

Student Reception Responsibilities

1. Identify all absences and annotate accordingly.
2. Record all absences that have been advised in the morning.
3. Email parents of students who have not arrived at school and have not advised the school.

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4. Issue a note home to parents/carers who after two weeks have not explained an absence.
 5. Print all unexplained absences and refer to Director of School Administration for decision on follow-up process.

Heads of House Responsibilities

1. Follow up on prolonged absences of students referred by TAG / Pastoral Care Teachers.

International Student Support and Welfare Coordinator Responsibilities

1. Ensure accurate attendance records are noted on DMS.
2. Monitor all absences on a weekly basis, documenting any verbal conversations with students and record on DMS.
3. If considered necessary, discuss absences with nominated school representative.
4. Complete the International Student Intervention Plan Recommendation Form and process for students who fall below the required and nominated levels of attendance.
5. Issue "Letter of Intent to Report" to international students when attendance becomes critical.
6. Report MISSING students within 1 day to DES and Police.

Authority:

Director of International Programs

Reviewed:

July 2016

Approved:

Director of International Programs