

Kyogle High School

Here to Learn, Here to Lead

Attendance Policy

April 2012



This document has been compiled by:
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In consultation with the Executive at Kyogle High School and the Department of Education Policy on student attendance in NSW public schools.

Kyogle High School
 Attendance Policy
 Statement of Purpose

To prepare our students for life and work by ensuring a caring environment where quality learning is valued by all.

We want to develop individuals who are:

Learning Platform		Values Platform
Literate and numerate		Being honest and trustworthy
Independent and organised		Doing their personal best
Creative and critical thinkers		Valuing themselves and others
Effective communicators		Taking ownership for all actions
Capable and innovative with technology		Can work together
Environmentally, socially and culturally aware		Taking an active part in school and community
		Showing kindness and compassion to self and others
		Treating people equally and without prejudice and injustice
		Supporting the rights, freedoms and responsibilities of our Australian communities

General Policy

Kyogle High 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 program. Kyogle High 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.

Procedures

Rolls

Roll is marked in START each morning between 9am and 9.14 am. Students arriving late to school are to report to the front office where their names are recorded on Academy and they are given a late pass to take to class. Students are required to provide a note from parents explaining why they are late.

Partial Truancy

Each period teachers are required to mark the roll electronically or if a casual teacher on a paper roll. The duty of care must always be adhered to. Please refer to the Attendance Policy Flowchart on page 6

Attendance

Once a fortnight absentee notes are posted home seeking an explanation of absences.

Class teachers are able to send home letters of concern when a students attendance in class is causing concern. A list of students with poor attendance record is discussed at Welfare Meetings and support is put in place to assist with an improvement.

Students with attendance below 85% receive a letter home twice a term. A parent meeting may be requested.

Leaving School Grounds

All students are required to be on the school grounds from 8.55am until 3.30pm.

Students who leave the school without permission will be recorded as truancy.

Senior students are required to attend school from 8.55-3.30 unless they have approved day leave from the DP. They may have study periods and are expected to remain at school in designated areas. This supports their educational programs. Year 12 students are able to apply for a permanent pass from the DP allowing them to leave early after their last timetabled class for the day. Students with these passes are required to swipe out at the front office as they leave.

Kyogle High 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.

Lunch Passes

Lunch passes are only issued after a permission note from parents/carers is given to the Deputy Principal and a pass is issued. This pass must be carried at all times by the student and teachers on playground duty may request to see the pass for the student to leave the grounds. This is a pass to go directly home and to no other place. Failure to do so may mean the lunch pass is cancelled.

Day Leave

Students may be required to leave the school during the day. They need to present a note to the Deputy Principal that includes name, date time, reason and parent/carer signature. A leave pass will be then issued using the Academy system. Day leave can only be approved when the reason given is valid and follows Department guidelines. Non essential appointments such as hairdressing appointments will not be approved.

Students who leave the school without permission will be recorded as truancy. See Attendance Policy Flow Chart on page 6.