



# KALBARRI DISTRICT HIGH SCHOOL

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## ATTENDANCE POLICY

***Teachers are legally required to monitor and record student attendance. This LEGAL DUTY can not be allocated to a student or anyone else.***

*Teaching staff will keep accurate records of students attendance at school in accordance with School Education Act 1999 s.28.(1) and (2) These records are retained by the school for seven years after the student has left the school, in accordance with School Education Regulations 2000 s.28(1)(b).*

The attendance roll is taken at the beginning of the school day. To enter the attendance on SIS log into SIS from the Desktop. From the right hand sidebar select LESSON ATTENDANCE, from the right hand sidebar select WEEKVIEW. Next to FORM drop down the menu and select the form required. From the right hand side select the code you wish to enter then select student name and day. Save on exiting. To enter details for last week arrow backwards next to THE WEEK STARTING.

Notes received covering absence and lateness **are to be recorded on SIS then forwarded to the front office for filing.**

Any student arriving late to school or to a class **must** be sent to the front office for a late note. The note must be handed to the form or class teacher and sent to the office on Friday's with all other notes collected.

### **FOLLOW UP PROCEDURE**

Each day teachers are to remind students in years 7-12 who have been absent and where the parent/guardian has had no school contact, of the legal requirement to bring a written explanation on the day they return to school.

If a note has **NOT** been received by the third week and if there has been no communication from the parent/guardian to explain the absence, an absentee report is forwarded to the form/class teacher who will remind the student of the legal requirement to provide a written explanation when they return to school.

If a student has accumulated the equivalent of 20 days' absence, a parent/ guardian interview will be convened to discuss the students' absences and academic progress within the school.

Towards the end of each term a letter is sent to the parent/guardian of students whose absences remain unexplained providing an attendance report and requesting that the parent/guardian comply with the legal requirement to provide a written explanation for the student's absences.

If the parent/guardian has not complied with the request to comply with the legal requirement to provide a written explanation for repeated unexplained absences, the Mid West Attendance Officer will be contacted with the possibility that the student and parent/caregiver will be required to go before an Attendance Panel.

### **TARGETS for 2011:**

The attendance rate of students remains above 90%

There are no unexplained absences.