

STUDENT ATTENDANCE POLICY & PROCEDURES

BANKSIA PARK
INTERNATIONAL
HIGH SCHOOL



POLICY

A commitment to all

This policy applies to:

- all BPIHS staff
- parents of children and young people
- all children and young people of compulsory age
- volunteers and providers of services for children and young people
- all procedures, guidelines and strategies developed to support the attendance of children and young people.

OVERVIEW

At BPIHS we understand that every day a student attends school has a positive impact on their wellbeing, social interactions, academic achievement and future life outcomes. We believe in our commitment to maximising student attendance through support and intervention to create culture of success for our school community. To ensure our students are successful, responsible, knowledgeable and ambitious learners it is paramount that student attendance is a high priority.

SCOPE

The purpose of this attendance policy is to:

- reflect the intent of the Department for Education [Attendance policy](#)
- guide the actions of all BPIHS staff working with children and young people and their parents on matters relating to school attendance and participation
- promote and support attendance at BPIHS, or other education settings
- reinforce parent's / caregiver's obligations to ensure all children and young people are enrolled and attend school on everyday that instruction is provided.

POLICY STATEMENT - COMPULSORY ATTENDANCE IN SCHOOLS

Attendance at school is compulsory. The Education and Children's Services Act 2019 states that all children must attend school from 6 until they turn 17. This could be in a school or an approved learning program including:

- traditional schooling, including SACE (South Australian Certificate of Education) VET (Vocational Education Training)
- TAFE (Technical & Further Education) courses or accredited courses offered by RTO (Registered Training Organisations)
- apprenticeships or Traineeships
- university subjects, diplomas and other approved courses
- paid employment, with an approved exemption

Parents or legal guardians (caregivers) can be prosecuted if they do not make sure their child goes to school. This can mean being fined or getting a criminal conviction.



Government of South Australia
Department for Education



DEPARTMENT FOR EDUCATION POLICY

The South Australian Department for Education's Attendance Policy guides the responsibilities of the whole school community to make sure that children and young people attend school. This includes school staff, parents, care givers and students.

Schools work with their community to develop positive attendance habits. This starts from the earliest years. They do this when they provide a safe, inclusive and culturally respectful environment. They use effective and consistent local practices to monitor and manage absences.

The Department for Education SA uses categories to identify children and young people considered at risk. We make sure that appropriate follow up and support is provided.

- **Habitual** non-attendance: a student has 5 to 9 days absent in a term for any reason (80%-90%)
- **Chronic** non-attendance: a student has 10 or more days absent in a term for any reason (<90%)

AUTHORISATION OF EXEMPTIONS

Our school requires an exemption for any absences more than 5 days. In some circumstances, the principal has authority to approve an exemption from school for up to 1 month. Exemptions of more than 1 month (excluding holidays) must be approved by the department's central office.

Parents or caregivers must apply in writing using the exemption form available from student services. The principal will advise them in writing of the decision. A copy is kept in the student record folder. Students must attend school until an exemption is approved.

REPORTING ATTENDANCE TO DEPARTMENT FOR EDUCATION

Cut off times for half day and full day absences

Late arrival - The school day starts at 8.45 am.

Arriving

- 8.45 am and 8.50 am will be marked as present
- 8.50 am and 10:00 am will be marked as Late arrival (L)
- 10:00 am and 12:00 pm is recorded as a Half Day - Morning absence (M).

Early departure - The school day finishes at 3.05 pm

Leaving

- 2.10 pm to 3.05 pm is recorded as Early Departure (E)
- 12:00 pm and 2.10 pm is recorded as a Half Day - Afternoon absence (A)

Note: Morning and Afternoon absences count towards the school absence rate as half-day absences. Late arrivals and early departs do not count towards the school absence rate.

PROCEDURES

ROLES AND RESPONSIBILITIES:

STUDENTS

- arrive at school and to all lessons and activities on time every day the school is open (school begins at 8.45am). Students will be marked as Late (L code) if arriving from 8:50am.
- always carry student ID card for signing in and out purposes
- provide student services staff with any handwritten notes (eg absences, late arrivals and early departures)
- report to student services staff to sign in if arriving late to school (eg after 8:50am)
- report to student services to sign out if required to leave the school during the day for legitimate reasons (eg medical).
- when returning to school, report to student services to sign back in.
- if unwell during the day, report to student services. Student services staff will make contact with parents / caregivers.

PARENTS/CAREGIVERS

Families play a large role in the education journey of their child. In partnership with the school, family engagement around attendance and achievement is critical. When families understand the relevance of attendance they work more closely and effectively with the school staff.

Proactive behaviours

- be responsible for your child's travel to and from school
- ensure your child attends school on every day which it is open, unless they are ill or have an exemption
- ensure your child arrives at school by 8:40am, ready for an 8:45am start in lesson 1 each day
- notify the school of any changes in address or contact phone numbers for students, including emergency contacts

For known absences

- advise the school before 9.00am if their child is going to be absent on that day
 - Daymap message (preferred method)
 - SMS to **0418712741** (this number can be saved and used to contact our Student Services team)
 - Phone call to **(08) 8264 8122**
- notify the school, as soon as possible, if absences are anticipated or known in advance
- apply to the principal for an exemption from school for known extended absences (eg family holidays) in advance where possible.
- provide your child with a note of explanation if they are required to leave the school during the day for a legitimate reason (eg medical)
- notify the school immediately if their child has been diagnosed with a notifiable infectious disease. See full list of infectious diseases on the [SA Health website](#).

After your child has been absent for a day

- respond daily to the unexplained absence SMS or email with a reason for the absence
- respond to the 3 consecutive day absence SMS or email with a reason for the absence
- respond to written school communication regarding unexplained absences with a reason for the absence
- be present at attendance meetings when requested to discuss chronic or habitual non-attendance.
- seek support from school staff if their child is showing signs of school refusal

Communication between families and staff is vitally important to ensure our young people attend school regularly and we can support families when needed. As students do not have access to their mobile phones during the day, it is now more important than ever to have knowledge of student movements throughout the day to ensure their safety and wellbeing.

LEADERSHIP TEAM & WELLBEING, ATTENDANCE & STUDENT SERVICES OFFICERS

- when contact home is made regarding attendance, staff should create a Daymap "Attendance tracking and response" record

SUBJECT TEACHERS

- sight every student every lesson
- accurately mark rolls every lesson as soon as reasonably possible, ideally within the first 10 minutes of class
- alert Student Services staff when a student hasn't presented to class but is marked present in all other lessons for the day.

STUDENT SERVICES STAFF

Real Time	Late arrival - Record Expected late arrival in response to phone call notifying a student will be late to school. Record reason. - Sign-In all Late Arrivals (after 8:50am) Early departure - Record Expected early departure in response to phone call notifying a student will be leaving school during the day. Record reason. - Sign-Out all Early Departures - Update unexplained absences in response to phone calls, voicemails, emails & Daymap messages received
Real Time	Unaccounted for students: - Complete Administrative Check (Camps, Excursions, Incursions, IT Help, Wellbeing Space, Music lessons, Outdoor Ed, etc.) - Advise Year Level Leadership team and/or wellbeing team via phone call - Check Classroom - Check Toilets *** if still unaccounted for, we will calmly ring parents to advise of status, steps taken (#1-#4) and steps to be taken (#5 - #7), ask parent to try and contact child and ask them to report to Student Services*** - Building Check - Grounds Check - Check initial classroom again *** Contact SAPOL if still unaccounted for *** <i>Wellbeing Leader will manage this process for all high risk students</i> <i>Executive Assistant to Principal will manage for all other mainstream students</i>
Daily	- Run list of all "Unexplained" absences, repeat Administrative Check from Real Time processes. - By 9:30am, send daily SMS notifications for students absent from lesson 1 - By 10:00am, send SMS notifications to parent advising of late arrival, when "unexplained"
As required	Communicate information regarding known family situations with BPIHS Attendance Officer where ongoing attendance concerns, or extended absences are shared responsibility.

ATTENDANCE OFFICER

At least twice Daily	- send unmarked roll reminders and follow up until rolls are marked. - inform Learning Leaders if staff have consistent unmarked rolls
Daily	- follow up all instances of 'unexplained' absences where there is no response to the daily SMS message by sending follow up email and Daymap message for the day prior. send partial attendance Daymap batch message where students have missed individual lessons (11 & 12) - follow up with teaching staff where there are anomalies in roll marking. - send Daily absence summary to year level leaders.
Weekly (Monday)	send batch message email to parents for all absences for the year to date to seek explanation for unexplained absences.
Weekly (Thursday)	track and monitor students with 3 days consecutive absence and send notifications home to families via email through Daymap Batch record.
Weekly	send Term to Date attendance % data (approved absences, unexplained absences, approved + present, present) to Holistic Learning team.
Weekly	- track and monitor students with 10 days consecutive absence. - In consultation with year level leaders, sub-school leaders and wellbeing leaders, VET / TL Leader

	and/or International Education portfolio leaders.
Weekly	notify year level leaders and sub-school leaders of actions taken, and students of concern for follow up.
Twice a Term	- schedule and hold attendance meetings with year level leaders to discuss patterns of absence, unexplained absences and decide next course of action and communications to be sent. - shared with YLL, phone families where there are unexplained absences for the current term. - send direct email to parents where there has been no response to unexplained absences with a full list of absence dates. - update attendance in Daymap
Twice a Term	- follow up actions from meetings with year level leaders when tracking and monitoring attendance data for habitual and chronic non-attenders - send letters of concern for ongoing lateness and/or early departure (letter 1) - send letters of concern for chronic (letter 2) non-attenders for absences (10 days or more) - send letter of concern for chronic non attenders (letter 3) (4 weeks or more) - send letter of invitation to attend a compulsory meeting (letter 4)
As required	notify learning area leaders where teaching staff have consistent anomalies in class attendance marking
As known	communicate information regarding known attendance reasons for extended absences to teachers and relevant staff
Exemption process (as required)	- enter exemptions into Daymap in consultation with Student Services Staff - initiate paperwork for exemptions and follow up exemption form completion in liaison with Principal, Year Level Leaders, family members and Data Coordinator. - follow up exemption paperwork, monitor when exemptions are due to expire and initiate renewal of exemption with year level leaders. - communicate exemption information to teachers.
As known	liaise with Student Services and Data Coordinator regarding updating family information

YEAR LEVEL LEADERS

- regularly review the absentee list and be aware of student absences
- for students with habitual or chronic non-attendance issues
 - in collaboration with the attendance officer, identify students
 - contact home (by phone initially, then by letter)
 - invite families to an attendance action plan meeting to discuss more regular attendance.
- work in conjunction with parents/caregivers, executive leaders and student wellbeing leaders regarding extended absences to support students to continue with their learning program and return to school.
- provide support to address the barriers to attendance, learning and wellbeing through support services available to the school.
- enact Department for Education policy to notify non-attendance by reporting to the DfE **Attendance Social Work Consultation (ASWC) Team through the Attendance Hub** and complete mandatory notifications, in cases of students under the age of compulsion, who are absent for extended periods or who have patterns of non-attendance.

LEARNING AREA LEADERS

- assist subject teachers from their learning areas in following up absences specifically related to their subject area.

STUDENT WELLBEING LEADERS

- assist year level leaders and attendance officer if parents/caregivers are unable to be contacted
- provide support in follow up of student's absences and patterns of non-attendance
- work in conjunction with parents/caregivers, admin, year level leaders and DfE staff regarding extended absences and patterns of non-attendance
- notify staff of students on alternate programs.

TAILORED LEARNING / VET LEADER

- liaise with Case Managers, **TL** program providers, and relevant school leaders to follow up attendance concerns for students undertaking VET courses, or enrolled in onsite or offsite **TL** programs

INTERNATIONAL EDUCATION TEAM

- International Education liaison teacher and Executive Assistant International Education follow up attendance concerns for international students enrolled at BPIHS.

- communicate with Home Stay families regarding reasons for non-attendance
- initiate meetings as required
- report to IES as appropriate for intervention and goal setting

Appendices

[Education and Children's Services Act 2019](#)

[Education and Children's Services Regulations 2020](#)

[Attendance policy, procedure, and resources DfE](#)

[Department for Education Attendance Policy](#)

Record history

Version	Date	Description of Changes	Approved By
2.0	15/03/2026	New Template Update to positions, attendance officer role, change in DfE position titles, amendment to recording processes, changes to bell times	Principal, Executive Leadership, Governing Council