



# The Hills Sports High School

56 Best Road, Seven Hills 2147 – PO Box 657, Seven Hills 1730

Ph: 02 9622 7300 – Fax: 02 9831 6190

Principal: Mitchell Struyve

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## Attendance Policy

Student attendance at The Hills Sports High School is not only compulsory but also a legal requirement as outlined in DET's School Attendance Policy and Procedures (1991). It is important students attend school on a regular basis to ensure they receive appropriate education and achieve positive learning outcomes. Unsatisfactory attendance may result in a student not meeting course outcomes and this could affect a student's eligibility to receive the School Certificate or Higher School Certificate. It could also affect social security and/or Centrelink entitlements.

## Student's Responsibility

As a member of The Hills Sports High School, students must agree to:

- Be punctual to school and roll call which begins at 8.25 am
- Be punctual to all classes
- Attend school as often as possible
- Attend timetabled classes
- Provide timely written notification from parents/caregivers for any absences
- Obtain authorised passes (ie early leave passes, out of class passes)
- Follow school attendance procedures
- Take responsibility for completion of work missed due to non-attendance

## Parent/Caregiver's Responsibility

A Parent/Caregiver of a student at The Hills Sports High School should agree to:

- Provide timely written notification for their child's absenteeism
- Ensure their child attends school on a regular basis
- Communicate with the school regarding extended periods of absence
- Provide written explanations for lateness or early leavers
- Work with the school to support student attendance

## School's Responsibility

By law, the school must keep accurate records of student attendance and monitor this constantly. The school achieves this by conducting roll call every morning and marking rolls in every class throughout the school day. Students are monitored carefully and any absenteeism and/or discrepancies are communicated to parents/caregivers immediately via the school's SMS system. The early detection of students at risk and the timely intervention by staff results in improved students' attendance.



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## School Procedures

The Hills Sports High School follows the following procedures to record and monitor student attendance:

### Early Morning Roll Call

Students arriving to school before or during roll call must:

- Report to their roll call room (roll call is at 8.25 am)
- Have their name marked on the roll by their roll call teacher
- Listen to all announcements
- Hand in any notes (ie early leavers, absent letters etc) to the roll call teacher
- Obtain early leavers passes if appropriate
- Accept any detention notes if late to roll call

The Roll Call teacher will:

- Mark the roll and complete a head count of students
- Note any absent or late students in roll
- Collect any letters from parents/caregivers for absenteeism or early leavers
- Fill out early leavers pass
- Fill out attendance slip and sign
- Arrange for the roll and absent/late slip to be taken to the office
- Arrange for any perpetual late student (without written notification from parent/caregiver) to attend lunchtime detention



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## Class Roll Call

Students must:

- Attend classes on time
- Ensure name marked on class roll
- Provide teacher with a signed note from other staff members if late
- Ask permission and obtain signed note from teacher if they are required to leave the class

Teachers must:

- Mark roll at the beginning of the lesson
- Check class with absentee sheet
- Notify office (ie complete daily absentee sheet) of students who are not marked as absent for the day but absent from their class
- Notify office (ie complete daily absentee sheet) of students who were marked as absent for the day but are now present
- Keep accurate records of all student attendance or part attendance

## Student Absences

The School recognises there may be a sound reason why a student may not attend school on a given day. Acceptable reasons such as the student is sick, injured, or there is a family emergency. In such cases the student is recorded as being absent and a written explanation from the parent/caregiver is required to ensure accurate records are kept. This documentation should be handed to the Roll Call Teacher the first day back after the absenteeism.

If a student is absent from school for three consecutive days or more (without notifying the school), a letter will be sent home requesting an explanation for the absence. If a Parent/Caregiver is aware their child will be away from school for three or more days they are advised to notify the school by telephone as this will prevent a letter being sent home.

If an absence is anticipated, a note should be produced before the absence and given to the Roll Call Teacher or Office. Approval for any extended leave of absence, including overseas travel, must have prior approval from the Principal.

If a student is absent representing the school (ie sport, excursions etc) the student will be marked as officially present at school.



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## Late Students

Students who are late to school while roll call is still running, must attend roll call. If they do not have written notification from their parent/caregiver, or a reasonable excuse (ie the bus is late) then they may be placed on lunch time detention. This lateness, including the time, is to be noted on the attendance slip and noted on the student's record.

Students who are late to school and roll call is finished must sign in at the Deputy's office. Juniors sign on in Mr Mitchell's office and seniors sign on in Mrs Middleton's office. Students without written notification from their parent/caregiver, or a reasonable excuse may be placed on lunch time detention. This lateness, including the time, is to be recorded on the attendance slip and noted on the student's record.

Students who are late to class without a note from another teacher will be noted as partially absent from class and be required to make up the time in recess or lunchtime. Students who are late regularly will be entered on the School's welfare system as fractional truants. Regular offenders may be referred to Head Teachers, Year Advisors and Parents.

## Early Leavers

If a student needs to leave school early, the following procedure applies:

- The student gives their roll call teacher the written permission note from their parent/caregiver
- This is recorded in the roll
- The teacher writes an early leaver's pass and gives to the student
- The teacher puts the letter in the roll for the office to process
- The student shows the class teacher when it is time to leave
- The student takes the pass to the office and signs out



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## Truancy

- Teachers are to mark rolls every lesson
- Students who are absent from class and not on the absentee sheet, are to be recorded on the back of the absentee sheet
- Students who were marked absent and are now present should also be recorded
- Teachers are to make a daily truancy report to their head teacher on the back of the absentee sheet
- Head teachers will screen the reported students for excursions, sporting commitments etc
- Head teachers will forward the absentee sheet to the office for recording on the school's database (oasis)
- Proven truants may:
  - be counselled by the Head Teacher and an entry made on the welfare system
  - placed on a classroom teacher detention
  - have parents contacted

## Repeated Truancy

- Student placed on Head Teacher detention
- Office informed via absentee sheet
- Head Teacher enters student on welfare system
- Faculty attendance monitoring (when finalised copy sent to student file)
- Classroom teacher detention

## Second Repeated Truancy

- Student isolated from class
- Office informed via absentee sheet
- Head Teacher Faculty detention
- Head Teacher enters student on welfare system
- Parent contact re course outcomes missed
- Parent interview or phone call by Head Teacher



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## **Third Repeated Truancy (refer to Deputy Principal with previous records)**

- Withdraw student from classes and playground
- Entry of student of welfare system
- Office informed via absentee sheet
- Parent interview
- Warning letter re - progress in School Certificate/Preliminary/HSC or course
- Post-compulsory attendance warning (non-serious student)
- Attendance monitoring on return to class
- Welfare Team case management

## **Forth and subsequent Truancy**

- Referral to Principal
- Entry of student on to welfare system
- Office informed via absentee sheet

## **SMS Attendance Notification**

The attendance information is entered into the school's database (OASIS). The information is polled by an external SMS system and sends SMS messages to parents/caregivers of absent student, informing them that their child has not as yet attended school. Parents are able to contact the school indicating whether they were aware of their child's absence and if it is legitimate. If there were any roll discrepancies, parental phone calls will be forwarded to the roll-marking teacher for clarification.