



# Picton High School

# Truancy Policy

## Rationale:

Picton High School is a school that is committed to ensuring that all students attend every timetabled lesson assigned to them. Regular attendance in class is essential if students are to maximise their learning potential. Picton High School, in partnership with parents, is responsible for promoting the regular attendance of students. While parents are legally responsible for the regular attendance of their children, school staff, as a part of their duty of care, monitors part or whole day absences.

## Aims:

To ensure that all students attend all timetabled lessons assigned to them on time so that quality teaching and learning can take place. The staff at Picton High School endeavour to maintain accurate records of student attendance; to provide clear information to students and parents regarding any truancy issues that may arise; and to implement structured practices to address truancy matters.

## Processes:

- **Partial truancy** occurs when a student, without a teacher's permission, **leaves a lesson early or comes to a lesson late**. This is recorded as a partial truancy and should be followed up by the classroom teacher and a sanction should be imposed that includes the catching up of the work missed. Repeat offences lead to the imposition of Attendance Monitoring Cards, by the **Faculty Head Teacher** and the parents are informed. The truancy attendance card should be recorded on Sentral.
- **Fractional truancy** occurs when a student does **not attend the lesson at all**. The classroom teacher confirms the absence by Sentral records to ensure that the child did not have a valid reason for missing the lesson, such as being on an excursion, TAFE, workplacement, early leave, sick bay, sport and so on. If the truancy has been confirmed, then the teacher can notify this to the **Head Teacher Home Economics on Sentral**. **The Teacher should also aim to contact the parents about this truancy.**
- **If full day truancy occurs**, then the matter should be referred to the **Head Teacher Home Economics and the Head Teacher Welfare on Sentral** for further sanctions. Further sanctions include: attendance monitoring cards, contacting parents and HSLO referral. **Teachers** must ensure that students also complete missed class work in their own time.
- **Head Teacher Home Economics and HSLO** will conduct a NIPS full day event with students with truancy/attendance concerns **once a term and fortnightly meetings** to ensure all students of concern are being monitored.
- **All Year Advisors check weekly attendance report (85%)** and look for attendance pattern changes and large numbers of unexplained absences. **Year Advisors contact parents** to discuss absenteeism and welfare issues related.
- **Truancy during sport** should be dealt with by the **Sport Teacher and then their Faculty Head Teacher**. This may involve sports detention, contacting parents and Attendance Monitoring Cards.
- **Head Teacher Home Economics** will regularly check teachers are submitting Sentral rolls and inform Faculty Head Teachers of unsubmitted Sentral rolls. **Classroom teachers should ensure all Sentral rolls are marked every period**. If WiFi is unavailable in the teaching area then teachers will need to submit these rolls on Sentral as their earliest convenience, preferably by the end of that day.

*Truancy and Attendance is part of the Head Teacher Home Economics's portfolio. If at any time this is altered than the policy will need reviewing.*

## Evaluation

This policy will be reviewed as part of the school's three-year review cycle.

February 2015