



# Attendance



## DAILY

### TEACHER

### OFFICE

<b>Roll Marking</b>	<ul style="list-style-type: none"> <li>Classroom Teacher to mark roll by 9.15am.</li> <li>Casual teachers to mark roll using School Bytes with the casual login (in casual folder).</li> <li>If unable to access School Bytes, please call the office to ask for a paper roll.</li> <li>Absences recorded using appropriate codes (below).</li> </ul>	<ul style="list-style-type: none"> <li>Students who arrive after 9am must go to the office for a late slip.</li> </ul>
<b>Student Absences</b>	<ul style="list-style-type: none"> <li>If parent provides explanation to CT - CT to adjust code and record reason on School Bytes, including method of communication.</li> <li>If absentee note provided, CT to sign and date note and file in the 'Attendance Note' folder, to be sent to the office at the end of each term.</li> </ul>	<ul style="list-style-type: none"> <li>Email sent from School Bytes automatically at 10am.</li> <li>If parent responds to Email- code adjusted and reason recorded by SAO on School Bytes.</li> </ul>

## ABSENCE AFTER 2 OR MORE DAYS

<b>Absences and Explanations</b>	<ul style="list-style-type: none"> <li>CT to phone parent/carer, request medical certificate and document conversation on School Bytes as a Data Record, by clicking the 'Attendance' button.</li> <li>If parent provides explanation, adjust attendance code and record reason on School Bytes, including method of communication.</li> <li>If absentee note provided, CT to sign and date note and file in the 'Attendance Note' folder, to be sent to the office at the end of each term.</li> </ul>	<ul style="list-style-type: none"> <li>If parent does not provide an explanation within two working days, CT to send home reminder note in School Bytes:</li> <li>Go to Attendance - Notifications - Letters to Parents - Click your class and the dates - Select student(s) - Generate Letters.</li> <li>If parent explanation is not received within 7 days, the absence becomes unjustified on School Bytes and student report.</li> </ul>
<b>Attendance Concerns</b>	<ul style="list-style-type: none"> <li>CT can refer students to the Attendance Coordinator (AC) at any time for concerns around whole-day or partial attendance.</li> </ul>	<ul style="list-style-type: none"> <li>AC will monitor all attendance concerns and manage attendance plans, which will be communicated at weekly LST and communication meetings.</li> <li>AC to work with LST and Stage AP to communicate with parents, and will refer to Principal if ongoing attendance concern is identified.</li> <li>Principal to refer to Home School Liaison Officer if required.</li> </ul>

## School Bytes QUICK GUIDE

Doctors or Dental (no certificate)	Explained > Unjustified (A)	Doctors or Dental (with certificate)	Explained > Sick (S)
OT or Speech Appointment	Explained > Sick (S)	Going home after an event	Explained > Unjustified (A)
Leave (no approval letter) e.g. holidays, funeral.	Explained > Unjustified (A)	Leave (with approval letter) e.g. holidays, funeral.	Explained > Leave (L)
Family Member Appointment	Explained > Unjustified (A)	Running Late or Leaving Early	Explained > Unjustified (A)

A	Student's absence is <b>unexplained</b> or <b>unjustified</b> - no explanation has been provided by parents within seven days of the occurrence of an absence or the explanation is not accepted by the principal.
S Sick	Student's absence is due to sickness or as the result of a medical or paramedical appointment. In these cases: - a medical certificate is provided, or - the absence was due to sickness and the principal accepts the explanation. Principals may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory attendance.
L Leave	An explanation of the absence is provided which has been accepted by the principal. May be due to: - misadventure or unforeseen event - recognised religious festivals or ceremonies - domestic necessity such as serious illness of family member - participation in special events not related to the school - attendance at funerals - travel in Australia or overseas
E	The student was suspended from school. <b>M</b> Exempt - Certificate of Exemption has been issued by a delegated officer.
F Flexible	The student is participating in a flexible timetable and not present because they are not required to be at school. E.g. Best Start Assessments, NDIS plans.
B School Business	Student absent on official school business - where principal approves the student leaving the school site e.g. school excursions, performances, sport, transition.
H	Student enrolled in a school or approved to be attending alternative educational setting (sessional or full-time basis) e.g. behaviour school, hospital school.

### Attendance Team Monitoring - School Bytes Guide

Check Rolls: Attendance > Attendance Administration > Roll Status

Students at Risk: Attendance > Reports > Percentage

### Executive Team Monitoring - SCOUT Guide

School Attendance: Attendance & Engagement > Attendance > School Attendance

Improve/Decline: Attendance & Engagement > Attendance > Cohort Attendance