

Attendance / Absentee Processes Year 8-12

Parents / Caregivers Responsibilities

Encourage and support attendance and punctuality

If your child is absent please inform the school:

Email Student Reception: studrec@aphs.sa.edu.au

or

Phone: (8270 4455 press 1)

or

Email your child's home group /Advisor teacher: (firstname.lastname@aphs.sa.edu.au)

or

Send a note with your child when they return to school (short absences only if your child is away for a more than one day we would prefer an email or phone call)

Check the DayMap Parent Portal regularly to monitor attendance.

Click on the "Daymap Connect" link: <https://daymap.aphs.sa.edu.au/daymapconnect>

Let the school know if you think there are any issues causing absenteeism or a reluctance to attend. Nathaniel Steele and Carol Davey are the Counsellors. They can be contacted via email on:

Nathaniel.Steele@aphs.sa.edu.au or Carol.Davey@aphs.sa.edu.au

School Responsibilities

The Home Group teacher (Yr 8-11) is responsible for monitoring overall attendance and absentee follow up. They will attempt to contact you after 2 days of non-attendance if you have not heard from you. If the Home Group Teacher is unsuccessful in contacting you Student Reception will also attempt to follow up and/or the Middle or Senior School Team Leaders.

Subject Teachers monitor subject attendance and will follow up irregular absenteeism to lessons as this could imply truancy. If a student truant a lesson they will be issued with a consequence by the Middle or Senior School Team Leaders.

Responsibilities FLOW Chart Yr 8-11 – Ongoing nonattendance (More than one (1) day)

Home Group Teacher Responsibilities			
Day 1 HG	Student Absent no notification - Mark absent by choosing U from drop down menu on DayMap		
Day 2 HG	Student Absent no notification	Mark U on DayMap	Contact parents
Day 2	Successful parent contact		Unsuccessful parent contact
Action	Amend DayMap for whole day(s) F (family) - I (Illness) - C (Sick with medical certificate)		Amend DayMap for whole day Z (indicates you have tried to follow up) DO NOT AMEND PRIOR U(s)
Day 3 HG	NOTE: If a student returns to HG AFTER Day 3 please inform Student Reception (studrec@aphs.sa.edu.au) and Middle or Senior Team MiddleSchoolLeaders@aphs.sa.edu.au SeniorSchoolLeaders@aphs.sa.edu.au Provide reason if given or indicate no parent contact		Student still absent no notification. Mark Z in DayMap
			Email Student Reception during Home Group studrec@aphs.sa.edu.au Please indicate dates of absence and how parent contact was attempted eg email / phone call / left message etc
Student Reception Responsibilities			
Day 4	Successful parent contact		Unsuccessful parent contact
Action	Amend DayMap for whole day(s) F (family) - I (Illness) - C (Sick with medical certificate)		Amend DayMap for whole day Z (indicates you have tried to follow up)
Day 5			Student still absent no notification. Mark Z in DayMap
			Send absentee letter AND email to parent
			Alert Middle or Senior School Team by 10.00am
Day 6			Amend DayMap for whole day – U as no response received
Day 7* Or 48 hours after posting	Successful parent contact - Acceptable response to absentee letter/email received. Amend DayMap for whole day(s) F (family) - I (Illness) - C (Sick with medical certificate) Forward response to Middle or Senior School Team		Student still absent no notification. No parent contact.
			Amend DayMap for whole day – U
			Alert Middle or Senior School Team before end of day
Middle or Senior School Team Responsibilities			
Ongoing Absenteeism			Middle or Senior School Team will now take control of process including Attendance Referral and monitoring. Student Reception maybe asked to assist with this follow up.
			Z or U depending on follow up processes

Responsibilities FLOW Chart – Lesson non attendance

Subject Teacher Responsibilities			
Day 1 Lesson	Student Absent but present in classes before and/or after your lesson. No notification received re absence. Remember to check for approved absences eg Music lesson	Mark DayMap with a U	Attempt to contact parents before next lesson.
	Successful parent contact	Successful parent contact but reason unsatisfactory	Unsuccessful parent contact
Action	Amend DayMap for lesson F (family) I (Illness)	Amend DayMap for lesson N (not acceptable reason) eg parent thought student was at school	DayMap remains as U
	Remind student to sign out next time you see them	Alert the Middle or Senior School team re the possible truancy and actions you have undertaken. Please provide the following details: <ul style="list-style-type: none"> Student Name Date and lessons missed Home Group House (Year 8-10 only) How parent contact was attempted eg email / phone call / left message etc and what parent said if you were successful in contacting them 	
Middle or Senior School Team Responsibilities			
		Middle or Senior School Team will now take control of process including any further parent contact and consequences. They will keep teacher informed.	