

# ASSOA ATTENDANCE POLICY 2026



## Purpose

For students to continue to learn, progress and reach their full potential, the school expects every student to fully engage with their learning program. Weekly attendance and engagement includes:

1. Student participation in PLTs
2. Student participation in IDL lessons – students who have access to IDL are expected to attend scheduled lessons for the subjects they are enrolled in
3. Student work returns – at least 75%<sup>1</sup> of work tasks completed and returned electronically/via mail as described in the course materials

Capturing attendance in a distance education school is tricky, as attendance in online lessons does not necessarily mean any school work (i.e. attendance) happened for the rest of the day, and non-attendance at online lessons does not mean that school work was not completed outside of these times. This policy is designed to

1. Meet the department requirement to record attendance daily, using the department mandated system that is not designed for distance ed, without imposing an unrealistic workload on teachers or admin staff
2. Monitor student attendance through both attendance at online lessons and work submission, to ensure the intent of the Department of Education and Training Attendance Policy<sup>2</sup> (all students attending school all day, every day) is fulfilled.
3. Provide more fine grained detail when required to support increased attendance for low attenders.

Attendance at online lessons will be recorded in SAMS. Additionally, work submission data will be recorded in a school generated document.

## SAMS Guidelines

- Each day, the main class teacher, as recorded in SAMS as Teacher 1, will record student attendance directly into SAMS.
- Before the twice termly validation of SAMS data occurs, there is an opportunity to change an N code to 'Present' if adequate work has been submitted.

## SAMS Procedures

- Once per day, before 3pm, the main class teacher enters the appropriate code in SAMS, based on student attendance at an online lesson, for both sessions (i.e. AM and PM)
- If the main class teacher is away:
  - In Primary the relief teacher records attendance;
  - In MY another teacher records attendance
- If no online lessons are taught, as there was no relief teacher, or it was a home visit, the Front Office Admin records all as Present unless there has been a notification, or they are on the Intensive Support Roll.
- In order to be marked Present, a student needs to only attend one online lesson that day- whether it is a PLT, class lesson or any other online learning session offered by the school.

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<sup>1</sup> Eligibility for Assistance for Isolated Children payments, as administered by Centrelink, is completion of 75% of expected work.

<sup>2</sup> <https://elearn.ntschoools.net/policies/4051>

For example, if a student attends an online lesson in the morning, but does not attend in the afternoon, they are marked as Present for both SAMS sessions.

- If the Front Office receives notification that a student will be absent, they record in SAMS and notify the teacher; if the teacher receives the notification, they record in SAMS.
- When a student is away, a note is made in SAMS in the notes section, noting the nature of the absence, who made the notification, and who recorded the note.
- At the end of the validation period Front Office Admin will notify teachers which students have been marked as N in that period, and teachers will check the Work Submission roll. They then notify Front Office Admin if the student has submitted adequate work even though they were away for that period, and request the N is changed to 'Present'.
- 'N' for notified means a sanctioned absence and can be used for mustering, family holidays or similar. It is not expected that work is submitted when a student is absent. As per the Department of Education and Training Attendance Guidelines, the 'N' code can be used for up to two weeks at the discretion of the Principal. This code is considered 'absent' for the purpose of the attendance section on the student report.

### Work Returns Roll Procedures

- Each week each subject teacher records if the work returns for that subject are acceptable (75% or more of expected work returns) or not.
- In Primary the subjects recorded are: Project, Maths, Health, Arts
- In Middle Years work returns for each subject taught is recorded.

### Students 'at risk' Guidelines

Students may be at risk in their learning, due to low attendance, if they do not regularly attend IDLs and PLTs or submit less than 75% of work expected.

Students may be 'at risk' if they:

- have not attended at least 75% of expected IDLs
- have submitted less than 75% of required work to an acceptable standard over 2 weeks

### Students 'at risk' Procedure

1. All teachers monitor IDL attendance for the subjects for which they are responsible, and, if concerned that a student is not regularly attending, record attendance for each online lesson for that subject for a couple of weeks in a suitable format.
2. All teachers also monitor the Work Returns Roll for the subjects for which they are responsible.
3. If the online attendance for a subject is less than 75% over a period of two weeks, or if the work submission over two weeks is unacceptable, ASSOA teachers identify that student as 'at risk'.
4. Once students have been identified as being 'at risk' they will require specific interventions to resolve their attendance issues. The following procedures will be applied.

#### Level 1 Interventions

Once a student is identified as 'at risk' the teacher completes the **Student Attendance Tracker** and makes phone contact with the parent if they have not already done so. An email is to be sent as a follow up to a phone conversation, using the **template email**. A phone call must be made before the email is sent.

### Level 2 Interventions

1. If not resolved after a further week notify the Assistant Principal who will discuss attendance concerns with parents and identify ways to rectify issues – notes taken from meeting are kept on eSRF and a copy sent to parents.
2. If not resolved within 2 weeks (2 weeks after parent discussion) – Assistant Principal notifies Principal and Assistant Principal sends to parents **Letter 1** documenting attendance concerns, noting in the eSRF.
3. If not resolved within 2 additional weeks (4 weeks after parent discussion) – Assistant Principal notifies Principal and Principal sends to parents **Letter 2** documenting attendance concerns and consequence to involve Student Engagement Officers, noting in the eSRF.

### Level 3 Interventions

4. If not resolved within 2 additional weeks (6 weeks after parent discussion) – Assistant Principal notifies Principal and Student Engagement Officers and a **Student Attendance Plan** is developed and implemented.
5. If ongoing attendance concerns are not resolved – Principal seeks advice from DoE director.

### Location of attendance documentation

	Template located	Save to
Work Returns Roll	G:\Shared drives\Administrative\School Level Data\Attendance	NA
Student Attendance Tracker	L:\Students\Attendance	Student folder in L:\Students
Email Template	L:\Students\Attendance	NA
Letter 1	L:\Students\Attendance	Student folder in L:\Students
Letter 2	L:\Students\Attendance	Student folder in L:\Students
Student Attendance Plan	L:\Students\Attendance	Student folder in L:\Students