ATTENDANCE & CURRICULUM REPORTING POLICY

OVERVIEW

Attendance at School of the Air needs to be recorded and reported in a manner that reflects the different nature of the delivery of education.

As students do not attend the school site, attendance cannot be judged by physical presence as is the case in conventional schools.

As some students do not take part in Centra lessons, for various legitimate reasons, attendance at Centra lessons cannot be the sole criteria for attendance on a particular day. Reasons may be –

- Unsuitable site for satellite installation, e.g. Caravan Park, Shack
- Short term enrolment – not worth having a satellite installation for a short time
- No access to power.
- Short term relocations – mustering, etc – set work continues.

Carnarvon SOTA assesses attendance on a combination of set work responses and attendance at Centra lessons. Adequate set work response is defined as the child engaging in the set work to his or her ability level, within the expected time frame set by the Teacher. This will be monitored on a weekly basis by Teachers and the Principal through communication with the Home Tutor and Students and recorded in the Student Profile.

Attendance at Centra lessons is marked as a normal class roll is marked using Integris.

A student will be deemed attending when:

- they are attending the scheduled Centra lesson.
- they are unable to attend the Centra lesson, but through Parent notification, are completing the learning activity at another time approved by the Teacher.
- they do not have a Centra satellite system, but are completing the SIDE program or individual education program within the expected time frame given set by the Teacher.
- There are Centra technical difficulties in which a student is unable to attend.

A student will be deemed not attending when:

- they are not attending the scheduled Centra lesson and do not have Parent notification or reasonable explanation.
- they are not attending the scheduled Centra lesson and no supplementary work is undertaken during the absence.
- they are not completing the SIDE set program or individual education program within a reasonable time frame set by the Teacher.
When students are unable to complete and return set work, written or verbal explanation is required from the Parent or Home Tutor. These explanations are to be filed by the teacher and kept as per normal attendance register procedures. Written explanations must be dated. **Verbal explanations need to be recorded in the Student Profile.**

Changes suggested by Parents or Home Tutors to any learning programme set by the Teacher must:
- be negotiated with and agreed on by the Teacher before the changes are made.
- align with the [CSOTA Curriculum Assessment & Reporting Schedule](#).
- be appropriate for the learning development of the student.

The attendance register will be maintained by the Registrar and will reflect the class structure, enrolment and transfer information. They will not reflect daily attendance and absence as they are not an appropriate document for this purpose.

**Staff responsibilities:**
1. Maintain weekly records of student progress on scheduled learning program in the **Student Profile**.
2. Align student learning programme with the [CSOTA Curriculum Assessment & Reporting Schedule](#).
3. Maintain records of returned and assessed work.
4. Maintain Centra lesson attendance records through Integris.
5. Inform Principal immediately when set work and Centra lesson attendance is unsatisfactory – this will vary with individuals, especially those on IEPs (after contact has been made with Parent/Home tutor).

**Registrar**
1. Maintain enrolment and transfer records. Attendance registers should be an accurate record of these.
2. Maintain “Whereabouts Unknown” procedures when necessary.

**Principal**
1. Monitor Centra Integris roll and **Student Profile** on a weekly basis and discuss with teachers if there are any concerns.
2. Contact Parents/Home Tutors if “attendance” is unsatisfactory.
3. View explained absences data when necessary.