



STUDENT ATTENDANCE POLICY

AIM

To record and monitor student's attendance in order that regular attendance of students will be encouraged and to enable steps to be taken which will improve poor attendance.

RESPONSIBILITIES

Parents will:

- understand the legal requirements and educational necessity for regular school attendance
- explain absences within 5 school days
- be helped to overcome problems that contribute to poor school attendance

Teachers will:

- understand the importance of accurately recording and carefully monitoring student's attendance and do so efficiently and effectively.
- ensure the class roll is marked promptly each morning.
- ensure absence notes received are promptly recorded accordingly in ebs, signed as entered then placed in the Class envelope.
- be conversant with the school's and departmental attendance policies
- provide a caring, stimulating and successful learning environment which will encourage students' regular attendance

The Principal will:

- provide regular overseeing of the accurate recording of students' attendance,
- follow up instances of unsatisfactory attendance,
- liaise with the Learning Support Team and the HSLO (Home School Liaison Officer)

The HSLO will: (Home School Liaison Officer)

- provide the school with support in its endeavours to improve school attendance.

Administration Staff will:

- if contacted by parent/caregiver, complete a Verbal Notification of Absence note and pass on to the relevant teacher for recording in ebs.
- print Absentee Reports as requested.

Students will:

- take pride in regular attendance
- be assisted in overcoming problems that contribute to poor attendance

ROLL MARKING PROCEDURES

- Roll marking is to be recorded daily and accurately by teachers in ebs.
- Casual teachers are to liaise with permanent teachers and report absences for the permanent teacher to mark the roll through ebs.
- If a casual teacher is to be on the class for a long period of time they are to follow procedures for casual teachers and roll marking in ebs. They will be given access to ebs roll marking.

The following points should be noted:

- School Development Days and Public Holidays are deactivated in ebs so as not to appear in the class roll as active.
- All late arrivals and early departures are noted in ebs. This will automatically appear in the Class Roll for students who arrive after 9:20am or leave before 2.40pm.
- Students must not leave early unless collected by a parent/caregiver or their approved nominated persons. If a child brings a note requesting to leave early, the class teacher must be informed. If a student consistently arrives late or leaves early the Principal should be alerted by the class teacher.
- Unexplained or unsatisfactory reason for absences should be marked 'A' and the Principal alerted by the class teacher.
- **Note: Exemptions can no longer be requested or approved for parents / caregivers going on holidays during a school term. These absences are marked as leave (L) and are counted in the student's attendance record.**

ATTENDANCE MONITORING PROCEDURES

- Teachers are to monitor absences and unjustified lateness's and any concerns should be brought to the attention of the Principal.
- The Principal will monitor rolls at weekly intervals and bring any concerns to the attention of the Learning Support Team and the HSLO.
- Weekly unexplained absence notices will be given to students to hand to parents for explanation.
- The HSLO will monitor attendance of notified students with the assistance of the Principal who will make daily checks on these students' attendance. The HSLO will be notified immediately of any non-attendance of these students
- All records will be maintained so that they are easily accessible for the HSLO.

LIAISON WITH PARENTS, CAREGIVERS

- All explanatory notes must be dated. Teachers should date and initial any undated parental note.
- Verbal notifications of absence; The staff member taking the phone call is to complete a Verbal Notification of Absence Note and pass it to the class teacher for noting in ebs and filing.
- Where a student's consistent lateness causes concern teachers should alert the Principal.
- If a student has been absent with explanation received within 3 days teachers should contact the parent. If no satisfactory explanation is forthcoming the teacher should alert the Principal.
- If no explanation for absence has been received, the child has not returned to school and there has been no request for a transfer the teacher should notify the Principal.

Students Left:

- When a student leaves the school they are marked as “Left” in ERN and the class as “Finished” in ebs by the Office Staff.

STRATEGIES FOR GOOD ATTENDANCE

- Teachers will provide a caring & stimulating learning environment in which students are able to achieve success and recognition for success every day.
- School may recognise improvement in attendance through the student award system.
- Procedures for notification of absence and the importance of prompt arrival will be regularly inserted into the newsletter and regularly reported on at parent meetings, P&C meetings etc.
- A pamphlet from the NSW Department of Education and Communities regarding Student Attendance is distributed at the start of each year to all families and this is also included in the Kindergarten Orientation packages.

References:

School Attendance Policy (PD20050259) <https://education.nsw.gov.au/policy-library/policies/school-attendance-policy>

Student Attendance in Government Schools: Procedures https://education.nsw.gov.au/policy-library/related-documents/spcir_reg.pdf

Review date: July 2021