

# 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/Carers will:

- Must enrol a child of compulsory school-age and facilitate their regular attendance
- understand the legal requirements and educational necessity for regular school attendance,
- In the event of an absence must inform the school about the reason for absence, in a timely manner (within 2 days of return to school). *Parents are required to explain the absence of their children from school promptly and within seven days of the first day of any period of absence.*
- are 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 and accurately each morning. Class roll is to be marked by 9.30am (unless variation of routine).
- Familiarise themselves with Attendance Register Codes.
- ensure absence notes received are promptly recorded accordingly in the class roll and signed as entered then placed in the Class folder.
- 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 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 class roll.
- 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 School Bytes
- Casual teachers are to mark the Roll on a paper class list and send to School office or Principal for entering through School Bytes
- If a casual teacher/relieving Principal is to be on the class for a long period of time they are to follow procedures for roll marking in EBS4. They will be given access to EBS4 roll marking.

### The following points should be noted:

- School Development Days and Public Holidays are deactivated in ebS4 so as not to appear in the class roll as active.
- A Late arrival slip or Early departure slip is completed by the Principal or SASS for students who arrive after 9:10am or leave before 3.10pm.
- Students should present to the School office where they will be given a Late Arrival slip. 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 Principal must be informed. If a student consistently arrives late or leaves early the Principal should be alerted.
- Unexplained or unsatisfactory reason for absences should be marked 'A' and the Principal alerted.
- **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 5 weekly intervals and bring any concerns to the attention of the Learning Support Team and the HSLO.
- 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, if this information is relayed to the teacher it must be in writing. If no note is produced teachers are to complete a Verbal Notification of Absence Note, refer Class roll folder for copies of blank copies of this note.
- If no satisfactory explanation is received within 2 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 immediately.

### Students Left:

- When a student leaves the school they are marked as "Left" in ERN and the class as "Finished" in ebS4 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 will provide termly certificates for students with improved and 100% attendance.
- 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 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/schoolattendance-policy>

Student Attendance in Government Schools: Procedures

[https://education.nsw.gov.au/policylibrary/related-documents/spcir\\_reg.pdf](https://education.nsw.gov.au/policylibrary/related-documents/spcir_reg.pdf)

Review date: December 2024

