



## School attendance

Regular attendance at school is essential if students are to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students. While parents are legally responsible for the regular attendance of their children, school staff as a part of their duty of care, monitor part or whole day absences. The law in NSW states that all children of compulsory school age (6-17 years) are required to attend school regularly. (Education Act, 1990).

### Synopsis

Maryland Public School This document supports the [School Attendance Policy](#) (2015) and applies to all NSW Government schools, excluding pre-schools. It replaces Student Attendance in Government Schools – Procedures 2010.

### Managing attendance at school:

Strict adherence to the DoE School Attendance Policy and Student Attendance in Government Schools - Procedures must be maintained.

Parents are responsible for ensuring:

- a) their children who are enrolled at school attend every day the school is open for their instruction
- b) they provide an explanation for absences by means such as a telephone call, written note, text message or email to the school within 7 days from the first day of any period of absence
- c) they work in partnership with the school to plan and implement strategies to support regular attendance at school, including communicating with the school if they are aware of issues impacting on their child's attendance or engagement with school.

The Principal is responsible for ensuring that attendance records are maintained in an approved format and are an accurate record of the attendance of students. The Principal is also responsible for:

- a) providing clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance
- b) implementing programs and practices to address attendance issues when they arise.

School staff are responsible for supporting the regular attendance of students by:

- a) providing a caring teaching and learning environment which fosters students' sense of wellbeing and belonging to the school community
- b) recognising and rewarding excellent and improved student attendance
- c) maintaining accurate records of student attendance
- d) implementing programs and practices to address attendance issues when they arise
- e) school attendance must be recorded on the attendance register (roll) early in the school day (Currently 9:00 – 9:15), the school uses SENTRAL Electronic Roll Marking.

Symbols to be used for explanation of student absence S, L, A, M, E, F, H and B. Teachers required to use:

- S = Sick
- L = Leave approved at discretion of the Principal
- A = Absent



All other codes are entered by administration staff / teaching staff as directed by the Principal. Students arriving after 9am, or who leave before 3pm are required to report to the front office where admin staff record specific arrival/departure times.

### **CLASS TEACHER**

Mark rolls by 9:10am

Monitor the entry of SMS response on Sentral put on via office staff

If a student:

- is absent for 3 days
- is regularly late or leaving early, has less than 85% attendance
- has regular / sporadic non-attendance pattern, or a teacher has concerns

Class teacher to:

- phone / call home and document on Sentral
- refer to stage meeting for discussion and monitoring



### **EXECUTIVE**

AP to look at attendance during stage / welfare meeting and make decision on follow up:

- phone call home and document on Sentral
- provide support to class teacher re: making plan for improved attendance

Refer to learning support using the LST referral form, tick appropriate box for attendance, and comment on strategies and interventions already attempted if there are continued concerns.



### **LEARNING SUPPORT TEAM**

Follow up on concerns referred from stage meetings:

- phone call home and document on Sentral
- LST meeting with family
- report back to class teacher regarding strategies put in place
- referral to Principal and HSLO attendance meetings

LST to do 5 weekly attendance monitoring meetings.

supports and drives attendance initiatives

Attendance Team:



# ROLES AND RESPONSIBILITIES

CLASS TEACHER	SASS STAFF	ATTENDANCE TEAM	LST	PRINCIPAL	PARENTS / CARERS
<ul style="list-style-type: none"> <li>Mark rolls by 9:10am</li> <li>Casual teachers mark paper roll and send to office by 9.15am</li> <li>RFF teachers mark first class of the day on Sentral</li> <li>Monitor the entry of SMS response and liaise with stage AP's and Principal regarding leave reasons</li> <li>Flag students on Sentral when a student has regular absences or has an extended period of absence with no reasonable explanation received from the parent or carer (below 85% attendance is a good indicator), and alert Assistant Principal</li> <li>Consult with the Principal, Assistant Principal, and HSLO, and refer to LST for each two-week period the student is considered to have unsatisfactory attendance</li> <li>All written notes, records of verbal explanations for absence are collected and stored in an A4 envelope</li> <li>Implementation of monitoring procedures as per flow chart (including parent intervention phone calls).</li> </ul>	<ul style="list-style-type: none"> <li>By 10.30am each day, an SMS is sent to the families of all students absent from school and / or who have arrived late to school with no explanation (through Sentral)</li> <li>Monitor SMS responses and communicate to class teachers</li> <li>Weekly print out of stage absences provided to AP's for monitoring</li> <li>Attendance registers MUST be transferred from Sentral to EBS4 weekly</li> <li>At the end of term 4 each year, envelopes containing absence notes are to be collected and stored for 2 years</li> <li>At the end of the term 4, students with accident reports for the current year are to have their absence notes stored, labelled and kept until students are 25 years of age</li> <li>Students with diagnosed disabilities (NCCD) are required to have all documentation kept for 'life' – Schoolbiz, May (Wk 6 T2) 2020.</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring of weekly attendance records and progress towards targets (Scout)</li> <li>Support and drive attendance initiatives (SIP)</li> <li>Communication with teams at weekly stage team meetings regarding progress towards targets &gt;90% attendance etc.</li> </ul>	<ul style="list-style-type: none"> <li>* Ongoing concerns will be communicated to the Principal through Learning Support (&lt;85% attendance, regular absence without explanation, consecutive or irregular patterns of absence)</li> <li>* Ensure follow-up, action warning letters, and instigate HSLO referrals as needed</li> <li>* Support classroom teachers to contact parents (phone to discuss concerns or meeting).</li> </ul>	<ul style="list-style-type: none"> <li>Monitor Learning Support recommendations</li> <li>Send warning letters / or make phone contact as informed by Learning Support Team</li> <li>Monitor office procedures regarding SMS notifications.</li> <li>Support classroom teacher and AP to contact parents</li> <li>Develop and implement a School Attendance Action Plan, to be reviewed yearly</li> <li>Develop HSLO referral, liaise with LWO and HSLO regarding ongoing concerns</li> <li>Collect and monitor attendance data to review effectiveness of current procedures</li> <li>Notifications of concern to CWU</li> <li>Unsatisfactory attendance and non-enrolment at school - see attendance policy and procedures section 9.1 (p7).</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that their children who are enrolled at school, regardless of their age, attend that school whenever instruction is provided</li> <li>Explain the absences of their children from school promptly and within 7 days to the school (An explanation for absence must be provided to the school within 7 days of the first day of any period of absence).</li> <li>Respond to SMS notifications and / or phone calls and / or letters requesting explanation for student absence.</li> </ul>

