



## Attendance Policy

### **Aim:**

To record and monitor student's attendance and implement early identification and/ or intervention strategies to identify and assist students at risk.

### **Responsibilities:**

#### **Parents:**

- understand the legal requirements and educational necessity for regular school attendance
- to seek help to overcome problems that contribute to poor school attendance

#### **Teachers:**

- understand the importance of accurately recording and carefully monitoring student's attendance and do so efficiently and effectively
- reinforce that regular attendance is necessary and that notes are required
- will ensure class roll is marked promptly each morning
- will ensure absence notes received are promptly recorded accordingly, signed as entered and sent to the school office for office staff to file
- will be familiar with the school's and Departmental attendance policies
- provide a caring, stimulating and successful learning environment which will encourage students' regular attendance

#### **The Roll Supervisors: (LST Co-ordinator and Principal)**

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

#### **The HSLO: (Home School Liaison Officer)**

- will 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
- will file absentee notes
- will enter absentee notes given directly to the office staff
- will print Absentee Reports as requested

#### **Students:**

- take pride in and understand the need for regular attendance
- are assisted in overcoming problems that contribute to poor attendance

### **Roll Marking Procedures:**

- Roll marking is to be recorded daily and accurately by teachers in SENTRAL
- Casual teachers are to mark the Roll on a Class list and send to School office for Office staff to enter through SENTRAL
- If 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 SENTRAL
- Notes explaining absences are signed and dated by teacher on receipt, sentral is then updated and notes are sent to the school office

### **The following points should be noted:**

- School Development Days and Public Holidays are deactivated in SENTRAL so as not to appear in the class roll as active
- A Late arrival Docket or Early Departure Docket is printed by the Office staff from SENTRAL– this will automatically appear in the Class Roll for students who arrive after 9:15am or leave before 3pm
- Students should present to the School office where they will be given a Red Late Arrival Card
- Students must not leave early unless collected by a parent/caregiver or their approved nominated persons. The parent/ caregiver will be given a Blue Early Leaver Card to take to the class teacher
- 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'.
- **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) if accepted by the Principal. If the Principal doesn't think it is in the best interest of the child, it is declined and marked as 'A'. All absences are counted in the student's attendance record.**

### **Attendance Monitoring Procedures**

#### **Class teachers are responsible for:**

- closely monitoring attendance patterns – absences and lateness.
- reminding students, and if possible their parents, that explanatory notes are required if the note is overdue (i.e. if the note has not been received within seven school days).
- recording the category of absence (A - unexplained or unjustified, S - sick, E - suspended, L - leave approved by Principal, P - partial, or B - school business)
- referring attendance patterns causing concern or unexplained absences (within two days of the absence becoming unexplained) to the Principal.
- informing their Supervisor when a student has been absent for three days or more for any reason.
- Teachers are to monitor absences and unjustified lateness and any concerns should be brought to the attention of the LST Co-ordinator.
- The LST Co-ordinator will monitor rolls at 4 weekly intervals and bring any concerns to the attention of the Learning Support Team, the Principal and the HSLO.
- The HSLO will monitor attendance of notified students with the assistance of the LST Co-ordinator 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 to office for blank copies of this note.
- Where a student's consistent lateness causes concern teachers should alert the Principal.
- If no satisfactory explanation is received within 7 days teachers should contact the parent. If no satisfactory explanation is forthcoming the teacher should alert the LST Co-ordinator.
- 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.

### **UNEXPLAINED ABSENCE (2 DAYS)**



Follow up (Verbal / Note)

Action: Class Teacher



Letter sent to parents requesting explanation of absence/s  
(Generated through SENTRAL)

Action: Principal



Continued Absence

Action: Parent meeting with Principal



Involvement of other personnel as appropriate  
(Principal, Executive, Counsellor, LST)



Referral to HSLO

Action: Principal

**Students Left:**

- When a student leaves the school they are marked as “Left” in ERN 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
- Weekly class attendance award - perpetual trophy awarded to the class with the highest attendance rate for the week
- Class teachers will provide a merit award for 100% attendance each term
- School will provide end of year certificates for students with 2 days or less absences
- 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)*

*Student Attendance in Government Schools: Procedures*



### Absentee Explanation Note

Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Date/s of Absence/s:  
\_\_\_\_\_

Reason for Absence/s:

- Sick  
  Appointment (please circle) Doctor/ Dentist  
 Certificate attached  
  Other:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Parent/Caregiver's Signature                      Date



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