



Reference
School Attendance Policy PD 2005 0259

ATTENDANCE PROCEDURES

Applicable from:
Term 1 2024

Reviewed:
Term 1 2025

Next review date:
Term 1 2026

OVERVIEW

Regular attendance at school is essential to assist students to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students.

RESPONSIBILITY OF THE PARENT

Parents must ensure:

- Their children of compulsory school age are enrolled in school.
- Their children who are enrolled at school attend every day the school is open for their instruction.
- They provide an explanation for absences within 7 days from the first day of any period of absence.
- 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.

RESPONSIBILITY OF THE PRINCIPAL

Principals must ensure:

- All attendance records including details of transfers and exemptions are accessible to the Director Public Schools NSW, attendance officers and other personnel nominated by the Secretary of the Department of Education and Communities, Director Public Schools NSW, or Audit Directorate.
- The school regularly evaluates and addresses school attendance through the school plan.
- Open communication on issues affecting student attendance is promoted with parents.





- Effective strategies are in place to contact parents where there is a pattern of attendance causing concern or the parent has failed to provide a satisfactory explanation for an absence.
- School staff are trained to implement school attendance policies and procedures and that personnel with delegated responsibility for maintaining attendance records are supervised.
- All cases of unsatisfactory attendance, including part day absences are investigated promptly and school based factors impacting on attendance are addressed.
- Early identification of students at risk of developing poor school attendance patterns through strategies such as regular roll checks.
- Attendance reports from roll checks are generated at least fortnightly and tabled at Learning Support Team for follow up by appropriate staff members.
- The school's Learning and Support Team in partnership with parents identify and implement strategies that address the learning and support needs of a student with attendance patterns of concern.
- Parents, students and the school community are regularly informed of the importance of school and attendance requirements.
- Effective referral and support networks are established so that students whose attendance is identified as being of concern and their families can be connected to relevant services within the department and with local external agencies in discussion with parents.
- Communication, collaboration and information sharing occurs with other services and agencies to enhance the effectiveness of interventions with students and families.
- Any other child protection concerns underlying school attendance issues (including educational neglect) are managed consistent with the policy - Child Protection: Responding to and reporting students at risk of harm





- If concerns include not sighting the child principals must, as soon as possible contact the NSW Police Force to request that a child safety check be undertaken.
- Consideration is given to the Mandatory Reporter Guide (MRG), specialist advice and professional judgement, where there are concerns about suspected risk of harm.

RESPONSIBILITY OF SCHOOL STAFF

School staff must

- Provide a caring teaching and learning environment which fosters students' sense of wellbeing and belonging to the school community.
- Promote regular attendance at school through teaching and learning activities that acknowledge the learning and support needs of students.
- Maintain accurate records of student attendance.
- Alert the principal, or staff member responsible for monitoring attendance, when a student's pattern of attendance is of concern, or if no explanation is received from the parent or carer within required timeframes.
- When nominated by the principal, liaise with external agencies, arrange referrals and coordinate involvement of the school with other services and agencies working with students. Nominated staff provide feedback about outcomes to the principal.
- Report their concerns about the safety, welfare or wellbeing of a child to the principal.





DAILY ROLL MARKING PROCEDURES

- Classroom teachers are to mark the roll via SchoolBytes prior to 9:30am each school day, including when supervising excursions or activities.
- Any students who are late to school must present at the office to be signed in. A late slip will be provided to the student to hand to their teacher to confirm that they have been signed in appropriately.
- Parents who wish to collect their child/ren prior to 3:15pm must present at the office to sign them out. An early leaver slip will be provided to the student to hand to their teacher to confirm that they have been signed out appropriately.
- All rolls will be marked in accordance with the following NSW DoE codes:
 - **S (sick):** If a student's absence has been confirmed in writing via parent or doctor to be due to sickness. The principal may request a medical certificate in addition to an explanation if the student has a history of unsatisfactory attendance.
 - **L (approved leave):** If a student's absence has been confirmed in writing via their parent to be due to a family emergency or travel approved by the principal.
 - **B (official school business):** If a student is confirmed to be attending a school approved activity offsite including representative sport and excursions.
 - **A (unjustified):** If no explanation has been provided by parents within seven days of an absence or if the explanation is not accepted by the principal. It is at the principal's discretion to accept the explanation provided for an absence.
 - **F (flexible):** The student is participating in a flexible timetable and not present because they are not required to be at school such as during the Best Start assessment period.
- At 10am each day, automated emails are sent to parents via SchoolBytes to inform them of their child's absence from school and prompt an explanation.
- All unexplained absences are automatically adjusted to 'A - unjustified' if an explanation is not provided within seven days of absence.





CONCERNS FOR STUDENT ATTENDANCE

Classroom teacher:

Where a teacher is concerned about the attendance of a student, partial or whole days, they will discuss their concerns with their assistant principal. Following three consecutive days of unexplained absence, the classroom teacher will contact parents to check in via phone.

Assistant principal:

Assistant principals will raise any attendance concerns at the fortnightly Learning Support Team meeting. The assistant principal will conduct daily check ins with applicable students until attendance patterns improve.

Principal:

The principal will compile a fortnightly report on the attendance of all students to discuss at Learning Support Team meetings. The review of HSLO reports will also be presented to the Learning Support Team.

Attendance concerns will be discussed with the Home School Liaison Officer.

If attendance concerns continue the following procedures will be implemented:

The principal will contact parents via phone where attendance has not improved and will issue Absentee Notice Letter 2 to request explanation.

Letter 10 will be issued when parents are requested to attend a non-attendance interview.

Letter 11 will be issued if additional information regarding a student's absence is sought from the student's medical practitioner.

Letter 1a will be issued when an application to the Home School Liaison Program is to be considered.

Letter 1b will be issued when an application to the Home School Liaison Program has been submitted.

