

Attendance Procedures 2020



Attendance is an important component in the achievement of learning in the school. This is according to the provisions of the EDUCATION REFORM ACT OF 1990.

AIM

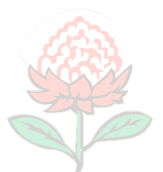
- provide strategies for encouraging full attendance;
- provide procedures for accurate roll marking and monitoring;
- establish procedures that ensure open communication with parents/caregivers and the school.

SCHOOL ATTENDANCE RECORDS WILL SHOW

- Class rolls of absence recording within the eBS4 system that will be retained for 3 years.
- Register of Admission to be permanently retained.
- Student records to be retained for two (2) years after the student leaves school. In a case where a student has an accident, all records will be retained until the year the student reaches the age of 24.
- Records of student transfer
- Notes from parents or care-providers that explain absences
- Details of partial absences.

FUNCTION OF THESE RECORDS

- Monitoring of student attendance
- Early detection of poor attendees
- Procedures/strategies to improve poor attendance patterns



RESPONSIBILITIES

Parents will:

- understand the legal requirements and educational necessity for regular school attendance,
- 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 on the class roll, ticked and signed as entered then placed in the Class folder and sent to the school office at the end of each term for office staff to file.
- 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 Roll Supervisors will: (Each Stage Leader) will:

- provide regular overseeing of the accurate recording of students' attendance,
- follow up instances of unsatisfactory attendance,
- liaise with the Principal, Learning Support Team and the HSLO (Home School Liaison Officer)
- Principal will transfer sentral data to EBS4 on a 2 weekly basis

The HSLO will: (Home School Liaison Officer) will:

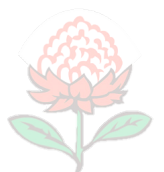
- provide the school with support in its endeavours to improve school attendance.

Administration Staff will:

- if contacted by parent/caregiver, complete a Verbal Notification of Absence note and pass on to the relevant teacher for recording in class roll.
- file absentee notes from Class folder that are ticked and signed when received on the designated day for each class each term.

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 Sentral.
- Casual teachers are to mark the Roll on a paper class list and send to School office
- 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 Sentral. They will be given access to Sentral roll marking.

The following points should be noted:

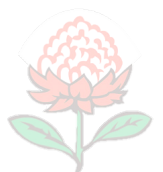
- School Development Days and Public Holidays are deactivated in ebS4 so as not to appear in the class roll as active. Principal will ensure these days are also deactivated in Sentral
- A Late arrival Card or Early Departure Card is provided by the Office staff – this will automatically appear in the Class Roll for students who arrive after 9:30am or leave before 3.15pm.
- Students should present to the School office where they will be given a Late Arrival Card after 9.30.
- 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 relevant Roll Supervisor should be alerted by the class teacher.
- Unexplained or unsatisfactory reason for absences should be marked 'A' and the relevant Roll Supervisor 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 relevant Stage Supervisor.
- The Stage Supervisor 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 relevant Roll Supervisor 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.
- Where a student's consistent lateness causes concern teachers should alert the relevant Stage Supervisor.
- If no satisfactory explanation is received within 5 days teachers should contact the parent. If no satisfactory explanation is forthcoming the teacher should alert the relevant Stage Supervisor.
- 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 relevant Stage Supervisor immediately.



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 end of year certificates for students with 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.

Absentee Slips

- Parents or caregivers are to be sent Absentee Notice Compulsory School Attendance after 2 weeks of an unexplained absence.
- Records of teacher request for parent explanation are to be kept in an envelope with the class roll folder. These must be retained for 12 months from date of receipt and will collected at the conclusion of each school year.
- If a satisfactory explanation has not been received within seven (7) days of sending notification, 'A' is to be recorded on the roll.
- In individual cases of unsatisfactory attendance a letter from the Principal will be sent to the parents/caregivers. If the individual attendance patterns do not improve the Home School Liaison officer should be notified.

It is the roll-marking teacher's responsibility to decide, on the evidence available, whether the absence should be noted as 'S' 'L' 'A' 'B' or 'E'.

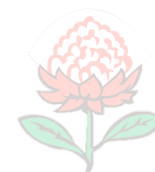
- If verbal explanations from parents or caregivers are given a record of these must be kept with written explanations. The school administration staff, or class teacher, who takes the message is to record the message, sign and date. The class teacher then keeps this written message with all absent notes before they are sent to office at the end of each term.

Off-Site School Activities

- Students involved in school-organised educational excursions, sporting and other visits including sport or cultural representations are to be marked 'B'.

STUDENTS LEAVING CLASS / SCHOOL WITHOUT PERMISSION

- If a student leaves the class or school grounds without permission, the Principal and the office should be notified immediately. The school will contact the student's parents as appropriate. If the parents cannot be contacted, the H.S.L.O. will be contacted. Teachers should not leave their class to follow the student but she/he should try to monitor the direction the student takes.



CUSTODY/ACCESS

- All Family Court Court Orders where a parent is denied access or has limited access to a student must- be sighted by the school and a copy placed in school files. If the Court Order has not been sighted, the school cannot deny the parent access. Always notify the Principal or in-school supervisor of the request before permitting access.
- If there is a custody order for a student in your class that has been sighted by the school, details should be written in the school roll and the appropriate casual folder. All teachers should be aware of sighted court orders regarding students in the school.

OTHER NOTES & Links

- Certificate at Presentation Assembly for less than 1 day absence.
- <https://policies.education.nsw.gov.au/policy-library/policies/school-attendance-policy>
- https://education.nsw.gov.au/policylibrary/related-documents/spcir_reg.pdf

For Newsletter once per term:

If your child is going to be late (and I know this can sometimes be unavoidable) please take note of our procedures.

Arriving between 9:15 & 9:30am students go straight to the classroom where they will be marked late by the teacher.

Students arriving after 9:30am go to the office for a late slip. All late arrivals are marked as a partial absence and a note explaining the absence should be signed by a parent/caregiver.

If you need to take your child early, you MUST ALWAYS report to the office first.

