



## 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 will:

- understand the legal requirements and educational necessity for regular school attendance,
- 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 each morning.
- ensure absence notes received are promptly recorded accordingly in the class roll, ticked and signed as entered then placed in the Class folder and sent to the school office on the designated day 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)

- 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)

#### 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.
- file absentee notes from Class folder that are ticked and signed when received on the designated day for each class.
- enter absentee notes from Class folder that are not ticked and signed into ebS4 Client when received on the designated day for each class each week.
- 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 Sentral.
- Casual teachers are to mark the Roll on a paper class list and send to School office for Office staff to enter through Sentral.
- 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.
- A Late arrival Docket or Early Departure Docket is printed by the Office staff – this will automatically appear in the Class Roll for students who arrive after 9:10am or leave before 3pm.
- Students should present to the School office where they will be given a Late Arrival Docket. 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 Roll Supervisor.
- The Roll 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 Roll Supervisor.
- If no satisfactory explanation is received within 3 days teachers should contact the parent. If no satisfactory explanation is forthcoming the teacher should alert the relevant Roll 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 Roll Supervisor 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 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 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 – 2017* (PD20050259) <https://education.nsw.gov.au/policy-library/policies/school-attendance-policy>

*Student Attendance in Government Schools: Procedures - 2015*  
[https://education.nsw.gov.au/policy-library/related-documents/spcir\\_reg.pdf](https://education.nsw.gov.au/policy-library/related-documents/spcir_reg.pdf)