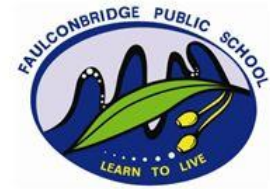


Attendance Policy

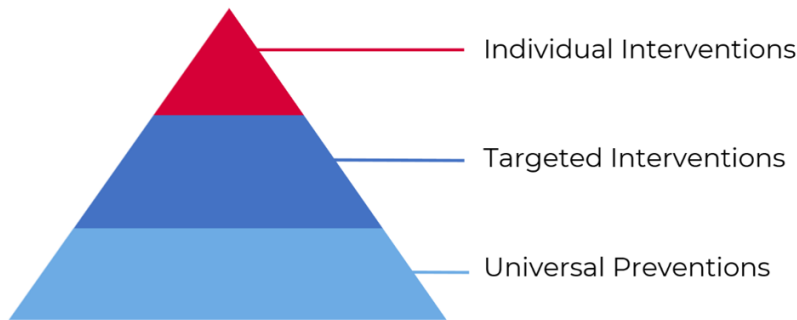


1. Context:

Regular attendance at school for every student is essential if students are to achieve their potential. Schools in partnerships 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 part of their duty of care, record and monitor part and whole day absences routinely.

These procedures should be read in the context of *Student Attendance in Government School- Procedures* which provides schools and the community with information on the entitlements, requirements and procedures for the enrolment and regular attendance of students in government schools.

2. Faulconbridge Attendance Framework



This tiered approach helps Faulconbridge to:

- foster regular attendance by establishing a positive and welcoming school culture for all students
- address attendance concerns by identifying and providing targeted strategies for students or cohorts needing more support
- re-engage students with learning by providing tailored interventions for students with significant support needs.

Parents need to be notified of attendance concern
– Meeting with parents to discuss individualised interventions - Attendance Passport to begin.

1 Grad award per 5 days attendance at the end of the week (possible 10 per term)

10 minutes extra play on Fridays for over 92% attendance

90s Club – Pizza party and extended play for the last session during the final week of the term for every students above 90%

3. Responsibilities

Parents are responsible for:

- Enrolling their children of compulsory school age in a government or registered non-government school or registering them with the NSW Education Standard Authority for home schooling
- Ensuring that their children attend school regularly
- Providing an explanation for their child's absences by means such as a telephone call, written note, response to text message via Parent Portal SENTRAL or email to the school within 7 days from the first day of any period of absence.
- Taking measures to resolve attendance issues involving their children

Classroom Teachers are responsible for:

- Providing a caring teaching and learning environment which fosters a student's academic and social emotional wellbeing.
- marking the class roll promptly every morning (prior to 9:30am)
- maintaining accurate records of student attendance seeking verbal or written advice promptly from parents regarding unexplained full or part day absences
- It is the responsibility of the classroom teacher to report chronic non-attendance, fractional truancy and persistent lateness promptly to the assistant principal or attendance team.

Faulconbridge Attendance Team are responsible for:

- *Attending meetings once a fortnight to assess students at risk*

- *Updating Attendance Wall during meetings*
- *Informing staff members of students at risk of falling below 95% attendance*
- Implementing programs and practices to address attendance issues as they arise
- Administering *attendance passport* to each student fortnightly in their class to track attendance.

The Principal is responsible for:

- Ensuring that students are enrolled in line with the requirements set out in *The Enrolment of Students in Government Schools: A Summary and Consolidation of Policy (1997)*
- Ensuring that all attendance records, including details of transfers and exemptions are accessible as required
- Informing the HSLO of attendance problems and issues
- Informing the Director Educational Leadership if attendance problems continue to occur
- Ensuring the Learning and Support Policy addresses attendance issues, including truancy. It should also provide strategies for encouraging good attendance and establish structures and procedures that support teachers in addressing student non-attendance.
- Promptly investigating all cases of unsatisfactory attendance and part or full day absences from school and ensuring that appropriate intervention strategies are implemented
- Parents and students being regularly informed of attendance requirements

The HSLO:

- Will provide the school with support in its endeavours to improve school attendance
- Will conduct regular audits via fortnightly reports gathered through SENTRAL of the school's attendance register together with other regional attendance personnel and provides support to the school in maintaining these document.

Administration Staff:

- Will, if contacted by parent/caregiver, pass on the information to the relevant teacher for recording in class roll
- Will enter partial absences into ebs4 client when received from the parent picking up and dropping off their child
- Will file absentee notes from the class that are ticked and signed when received at the end of each term

Students:

- Will take pride in regular attendance
- Will be assisted in overcoming problems that contribute to poor attendance

4. Roll Marking Procedures:

- Roll marking is to be recorded daily and accurately by teachers in SENTRAL (prior to 9:30am).
- Casual teachers are to mark the roll on a class list provided to them and send it to the office.
- If a casual teacher is to be on the class for a long period of time or works regularly in the school they will be shown how to access and follow procedures for casual teachers and roll marking in SENTRAL.

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 8:55am or leave before 2:55pm
- 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 without a parent, the Principal must be informed

- If a student consistently arrives late or leaves early the Principal or Learning Support Team Co-ordinator should be alerted by the class teacher
- Unexplained or unsatisfactory reason for absences should be marked 'A' and the Principal or Learning Support Team should be alerted by the class teacher.
- Rolls will be locked after 7 days and teachers will not be able to adjust them 7 days after the day of absence. A physical copy of the roll will be taken by office staff and signed by the teacher.

5. Absences:

Teachers:

- Should check that all explanatory notes are dated. They should date and initial any undated parental notes
- If no satisfactory explanation is received when a child returns to school the parents should be sent a reminder absence notice slip. A message via the SENTRAL Parent Portal is sent every day a student is absent from school.
- If, after 7 days of the student returning to school, a note has not been provided, the teacher should contact the parent by telephone, email, SMS text message or by sending home an Absentee Notice 1-Compulsory School Attendance note
- If no contact can be made with the parents using one of the above methods, an Absentee Notice 2-Compulsory School Attendance note should be posted.
- If no satisfactory explanation is forthcoming or where a student's consistent lateness causes concern teachers should alert Principal Attendance Team and/or Learning Support Team
- 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 or Learning Support Team immediately

Principals:

- May grant sick leave to students whose absences are satisfactorily explained as being due to illness
- May grant in special circumstances, leave for brief periods of time
- May grant exemption from school attendance for up to 50 days in a twelve month period
- May decline to accept any form of communication as a satisfactory explanation for an absence on a case-by-case basis in consultation with the classroom teacher. Parents should be reminded of what constitutes an unacceptable explanation
- May request medical certificates or other documentation when absences explained as being due to sickness are frequent or prolonged or there is concern that the illness may affect other students

Home school liaison officers and other regional attendance personnel:

- Conduct regular audits of the school attendance register and provide support to the school in maintaining these documents.

Director Educational Leadership:

- Is responsible for granting exemption from school attendance for up to 100 days in a twelve month period
- Approve part time attendance for students with behaviour difficulties. Refer to application for part day exemption.
- Make recommendations to the director of student welfare, about the prosecution of cases of non-attendance or failure to enrol a child at school where warranted.
- Implement plans to improve the attendance of students who are identified by the school as chronic non-attenders.

The Executive Director, School Performance:

- Is responsible for granting certificates of exemption from school for periods greater than 100 days in a twelve month period.

6. School Attendance Records Requirements:

School attendance records must include:

- A Register of Admission to be retained permanently (now maintained on the Enrolment Registration Number System - ERN)
- Written notes, records of verbal explanations and records of electronic explanations for absences from parents. This advice is to be retained for two years from the date of receipt
- An Attendance Register (roll), to be retained for three years. In a case where a student has an accident requiring an accident report, all attendance records should be retained until the year the student reaches the age of 25 years
- Information detailing a student's absences each year, kept on the student's file until seven years after the student has left. In the case of a student who has had an accident necessitating an accident report, the record should be retained until the student reaches the age of 25 years. 10.2. Records for Certificates of Exemptions from attendance and enrolment must be kept consistent with the requirements of the Exemption from School – Procedures

7. Attendance Registers (rolls)

Attendance registers must be maintained on all days on which the school is open for instruction, including school sports days, carnivals, excursions and similar events.

School attendance will be recorded early in the school day (prior to 9:30am).

Students involved in off-site activities organised by the school or Department of Education and Training are not to be marked as absent. They are to be marked as "School Business".

Faulconbridge Public School, uses an electronic attendance register for recording student attendance (SENTRAL). If access to this electronic roll is not available, a paper roll will be completed and sent to the front office where it will be entered by the office staff.

In the case of late arrival or early departure, the office staff must record the precise times.

Where an alteration is necessary on the electronic register, the class teacher can amend an absence using SENTRAL within 7 days of the absence.

Codes to be used on the electronic attendance register can be found in the appendix document.

8. Special Circumstance Absences:

Electronic attendance registers will not need to be kept on School Development Days and Public Holidays. These will be deactivated in SENTRAL.

Absences during industrial action, fire or flood are not to be recorded on record cards or counted as absences for statistical purposes.

9. Suspension:

Students are suspended from school in accordance with Department's Suspension and Expulsion of School Student - Procedures

The appropriate symbol for suspension (E) will be used to denote the absences of students whilst on suspension

The absences of students who are suspended are counted as absences for statistical purposes

10. Removal from Register:

A student's name will be removed from the attendance register if:

- The student has moved out of New South Wales
- The student enrolls at another school
- Advice has been received from parents that the student is to be enrolled in a non-government school or other registered school, or is registered with the Board of Studies for home schooling
- The student has been expelled from the school in accordance with the Departments' *Suspension and Expulsion of School Students – Procedures*
- The student's whereabouts is unknown and the student has not attended school for a continuous period of 10 weeks in which the school was open. In such circumstances, the advice of regional student welfare personnel must be sought and the HSLO must undertake a full investigation into the whereabouts of the student

If a student's name has been removed from the roll because they are missing, absences from the last day of attendance at school are not included as absences for statistical purposes. The roll should be amended to reflect this.

11. Supporting the Regular Attendance of Students at School:

Parents are responsible for the regular attendance of their child at school. Principals and school staff, in consultation with students and their parents, will usually be able to resolve problems of non-attendance. While parents should be reminded of their legal obligations under the *Education Act (1990)* the welfare of the student must be the focus of this consultation.

At Faulconbridge we:

Maintain sound attendance monitoring practices and regular follow-up of unexplained absences by contacting parents promptly. This is done on the second day of unexplained absence.

If attendance resolution is required, at Faulconbridge we:

- Conduct student and parent interviews determined by the Attendance Team where necessary.
- Review the appropriateness of the student's educational program
- Develop school-based attendance improvement plan (Attendance passport)
- Referral to the school counsellor or outside agencies (this is determined by the Attendance Team)
- Support from school based personnel (SLSO, Classroom teacher, Assistant Principal)

12. Exemption from Attendance at School:

Applications for student leave in excess of fifteen days (5 days is the accepted norm in Sydney Region) in a twelve month period are considered as applications for exemption from school attendance.

Exemptions should only be granted where conditions exist which make it necessary or desirable that a certificate of exemption be granted.

Exemptions may be granted due to:

- Domestic necessity, including but not limited to participation in family holidays during school term
- Health of the student where sick leave or alternative enrolment are not appropriate
- Engagement in full time education offered by an accredited provider

Delegated responsibilities for granting exemptions from school attendance

- The Principal may grant up to 50 days in a twelve month period.
- The Director Educational Leadership may grant up to 100 days in a twelve month period.
- The Executive Director School Performance may grant exemptions for periods over 100 days.

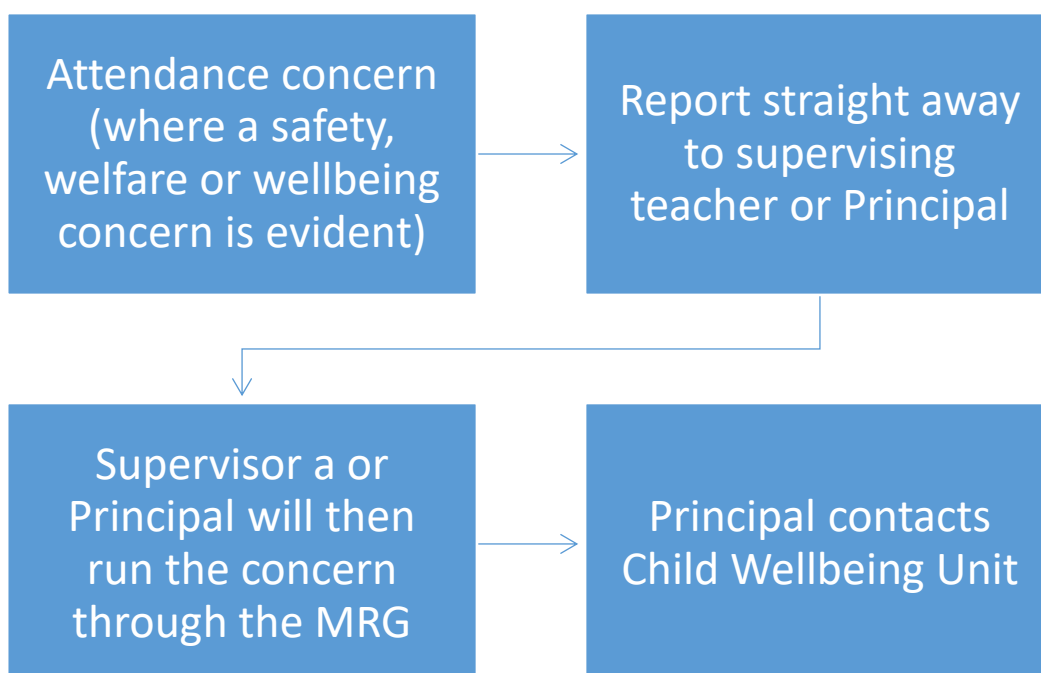
A copy of the Certificates of Exemption must be attached to the student's record card.

13. Students Attending Lessons Outside School during School Hours:

Involvement in private lessons, such as ballet and music classes, conducted outside the school during school hours may not be conducive to the effective operation of the school or to the education of the student concerned. Students' involvement in extra-curricular activities is usually limited to outside school hours. Where attendance at a private lesson during school hours is of exceptional importance such as sitting examinations, at the Principal's discretion short leave may be granted. This provision must not be used on a regular basis. If parents withdraw their children from school for private lessons, an unjustified absence will be recorded and dealt with in the usual manner.

14. Attendance Concerns and Mandatory Reporting Requirements

If you have attendance concerns and there are safety, welfare or wellbeing concerns arising from that, the flowchart must be followed:



APPENDIX ONE

Only the following attendance register codes **must** be used to record the:

- explanation of student absence, and/or
- variation in student attendance.

SENTRAL ATTENDANCE CODES	
SYMBOL	MEANING
A	The student's absence is unexplained. This symbol must be used if no notice has been provided by parents within seven days of the occurrence of the absence.
U	The student's absence is explained but unjustified. This symbol must be used if no notice has been provided by parents within seven days of the occurrence of the absence.
S	The student's absence is due to sickness or as the result of a medical or paramedical appointment.
L	Leave approved by the principal. This may be due to: <ul style="list-style-type: none">▪ misadventure or unforeseen event▪ participation in special events not related to the school▪ domestic necessity such as serious illness of an immediate family member▪ attendance at funerals▪ recognised religious festivals or ceremonial occasions.
E	The student was suspended from school.
F	Student participating in flexible timetable not present because they are not required to be at school.
B	The student is absent from the school on official school business. This symbol is recorded where the principal approves the student leaving the school site to undertake.

ABSENTEE NOTICE (1) - COMPULSORY SCHOOL ATTENDANCE

(Print on school letterhead and retain photocopy with attendance records)

Dear _____,

Regular attendance at school is important for students to reach their potential.

The school is required to record the reason for any absences as a way of ensuring that students are absent from school only when they are sick or have another good reason for missing school.

Your child, _____, was absent from school on _____ and, as we have been unable to contact you, no explanation has been received.

Please assist us by completing the attached form and returning it to school with your child, or by mail, as soon as possible.

Alternatively, you may wish to contact the school by telephone on 047512208 to discuss your child's attendance.

Yours sincerely

Mr Chris Pyne
(REL. PRINCIPAL)

Please keep this section

Please return this section to your child's classroom teacher as soon as possible

ABSENTEE NOTICE (1) - COMPULSORY SCHOOL ATTENDANCE

CHILD'S NAME _____ CLASS _____

DATE(S) OF ABSENCE _____

REASON FOR ABSENCE

Parent / Caregiver Name _____

Parent / Caregiver Signature _____

Date _____

ABSENTEE NOTICE (2) - COMPULSORY SCHOOL ATTENDANCE

(Print on school letterhead and retain photocopy with attendance records)

Dear _____,

Your child, _____, was absent from school on _____ and no satisfactory explanation has been received. The Education Act 1990 requires your child to attend school each day that instruction is provided unless prevented from doing so by sickness or other good reason. The Act requires you to explain your child’s absences within seven days of their occurrence. Failure to do so will result in an unjustified absence being recorded.

Please provide an explanation in the space below and return this form to the school as soon as possible.

Alternatively, you may wish to contact the school to discuss your child’s attendance.

Yours sincerely

Mr Chris Pyne
(REL. PRINCIPAL)

Please keep this section

Please return this section to your child’s classroom teacher as soon as possible

ABSENTEE NOTICE (2) - COMPULSORY SCHOOL ATTENDANCE

CHILD’S NAME _____ CLASS _____

DATE(S) OF ABSENCE _____

REASON FOR ABSENCE

Parent / Caregiver Name _____

Parent / Caregiver Signature _____

Date _____