



# Penrith South Public School

## Attendance Policy

### **School Vision**

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. Our dedicated teaching team will promote high attendance and support parents and caregivers to ensure attendance is a high priority.

### **Statement of Purpose**

The attendance policy at Penrith South Public School lists the requirements for the attendance of students and how the school supports students and families to meet these requirements.

### **Penrith South Public School Expectations**

Promoting compulsory attendance of all students at Penrith South Public School is a high priority. We implement strategies to maintain a 94% attendance rate. This policy incorporates guidelines from the Department's School Attendance Policy.

### **Penrith South Public School Attendance Requirements**

All students enrolled at Penrith South Public School are expected to:

- Attend every school day, unless they are legally excused, and be in class on time and prepared to learn.
- attend Penrith South Public School whenever instruction is provided.

### **Roles and Responsibilities**

Encouraging regular attendance is a core school responsibility.

#### **Parents**

Parents are required to explain the absences of their children from school promptly and within seven days to the school. An explanation for absence must be provided to the school within 7 days of the first day of any period of absence.

#### **Principals**

\*Must maintain an attendance register (roll) in a form approved by the Minister. Attendance registers must be available for inspection during school hours by a Board Inspector or by any authorised person.

\* must provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.

\* must ensure the school has effective measures in place to monitor and follow up student absences.

\* must ensure that school staff are provided with information on attendance requirements and their obligation to monitor and promote regular attendance at school.

\* must ensure that any matter relating to school attendance where safety, welfare or wellbeing concerns arise for a student:

- consideration is given to the requirements of the Protecting and Supporting Children and Young People Policy
- all required reports are made to the Community Services Child Protection Helpline or contact made with the Child Wellbeing Unit (as required by the Mandatory Reporter Guide).

\* have the authority to:

- grant an exemption from school attendance for periods totalling up to 100 days in a 12 month period for any one student provided certain conditions are met (See the Exemption from School - Procedures).
- grant part-day exemptions from school for periods totalling up to 100 days in a twelve month period (See the Exemption from School - Procedures).
- grant exemption from enrolment for students who have completed year 9 and have the required approval to complete their education in special circumstances through an apprenticeship or traineeship (See the Exemption from School - Procedures).

## **Teachers**

\* or their delegate will undertake all reasonable measures to contact parents promptly and within two school days of an absence being unexplained, if contact has not already been made. An absence is unexplained if parents have failed to provide an explanation to the school within 7 days.

\* are responsible for ensuring that attendance records are maintained in an approved format and are an accurate record of the attendance of students

\* must ensure that for students with attendance concerns, the learning and support needs of those students are addressed in consultation with parents.

\* are responsible for ensuring that when frequent absences are explained as being due to illness that:

- consultation occurs with parents regarding the health care needs of the student.
- medical certificates are sought for the absences.
- where there are ongoing concerns, approval is sought from parents to contact the student's doctor so the school has all relevant information regarding the student's health care needs.
- strategies are developed to ensure regular attendance at school.

\* have the authority to:

- grant sick leave to students whose absences are satisfactorily explained as being due to illness
- accept other explanations for absence and record the absence as "L"
- decline to accept an explanation for absence and record the absence as unjustified

### **Directors, Public Schools NSW**

\* have the delegated authority to grant exemptions from attendance at school under Section 25 of the Education Act (1990) totalling up to 100 days in a 12 month period.

\* support schools to maintain accurate records of student attendance in a form approved by the Minister.

\* approve the participation of a student in an alternative school based program, leading to full time attendance, prior to part day exemption from attendance at school being granted by the school principal (See the Exemption from School - Procedures).

### **Executive Directors (Schools)**

\* have the delegated authority to grant exemptions from attendance at school under Section 25 of the Education Act (1990) totalling more than 100 days in a 12 month period.

\* have the delegated authority to grant exemptions from enrolment at school under Section 25 of the Education Act (1990), provided certain conditions are met.

### **Director, Child Protection Services**

\* has the delegated authority to grant exemptions from school attendance for any period of time, for students wishing to participate in employment in the entertainment industry or participation in elite arts or sporting events. Principals are also able to consider applications for exemption in these circumstances. Principals should contact the Director, Child Protection Services if advice is needed on compliance with employment regulation of the Children's Guardian or exemption is sought for participation in a large-scale production.

### **Monitoring, evaluation and reporting requirements**

\* Schools, with support from attendance officers (home school liaison officers and Aboriginal student liaison officers), monitor the regular attendance of students and develop and implement strategies to support students with identified attendance issues.

### **Contact**

\* Leader, Child Protection, telephone 9269 9454.

### **Student Attendance Policy**

This policy sets out the requirements for the attendance of students in NSW government schools.

[https://www.det.nsw.edu.au/policies/student\\_admin/attendance/sch\\_polproc/PD20050259.shtml?](https://www.det.nsw.edu.au/policies/student_admin/attendance/sch_polproc/PD20050259.shtml?)

## **Student Attendance in Government Schools Procedures**

This policy sets out the requirements for the attendance of students in NSW government schools.

[https://detwww.det.nsw.edu.au/policies/student\\_admin/attendance/sch\\_polproc/att\\_proc.pdf](https://detwww.det.nsw.edu.au/policies/student_admin/attendance/sch_polproc/att_proc.pdf)

### **Procedures:**

#### **Teachers:**

\* Rolls are to be completed first thing in the morning by the accompanying teacher on ebs4 Agent through their DoE portal. The front office staff will adjust the roll if students arrive late or leave early.

\* Every absence including partials should be explained by a written note or verbal explanation. When a verbal explanation is given to a staff member by an adult, the staff member is required to note the details on the Verbal Advice Form. An explanation (in writing / verbal) is to be sought from parents for every absence. As per attendance policy it is required that explanation for student absence is required within seven (7) days of the absence. Absent notes and Verbal Advice Forms are kept and processed by the teacher through ebs4 Agent. If a note is handed in by a parent to the front office, the note will be placed in the teacher's tote tray or class roll folder. If it has been processed, it will be stamped and/or signed to say that it has been entered by the front office.

\* If the regular accompanying teacher is away, a casual may mark a paper roll and return it with any absent notes to the front office through the class roll folder. The casual teacher will initial the roll when taken.

\* If a student is late to school, they must go to the front office to get a late arrival note. The student will take the receipt to the classroom teacher and the teacher will file the receipt with their other absent notes.

\* If a parent requests for a student to leave early they will go to the front office and request their child. (parents are not permitted to come to classrooms to collect students. If a parent comes to the classroom, the teacher will direct them to the front office). The front office will call the class teacher via the internal telephone or PA system. An early leaver's note will be completed through ebs4 Agent by the front office staff and signed by the parent. The early leaver's note will be filed by the front office for the rest of that day for evacuation purposes. A receipt will be provided to the classroom teacher via their class attendance folder. Teachers will file the receipt with their other absent notes. Please note: Parents are not permitted to remove students from the school grounds without signing them out first for the safety and welfare of the student.

\* If a student has not been picked up at the end of the school day within a reasonable time, the class teacher is required to take them to the office and attempt to make the initial contact with parent/carer. If parents / carers cannot be contacted or if there is an extended wait, speak to an Assistant Principal. Updated student information (phone numbers, address etc.) is available to all staff and can be found in the student contact book in the front office or on ebs4 Agent.

### Attendance: Roll marking summary

<b>eb4 Agent Absence Codes</b>	<b>Meaning</b>
<b>+ (Present)</b>	Indicates the child is present at school when the roll is taken.
<b>S (Sick)</b>	Indicates an explained absence due to illness
<b>L (Leave)</b>	Indicates an explained absence due to acceptable reason for leave
<b>A (Unjustified)</b>	Indicates unexplained or unacceptable reason for an absence
<b>B (School Business)</b>	Indicates absence from school for official school business. This is where the principal approves the student leaving the school site, e.g. school, sport (area/regional/state), choir, dance, excursions, etc.
<b>H (Shared Enrolment)</b>	Indicates the student accesses educational settings separate to their mainstream school, e.g. hospital school.

### **Absences Causing Concern:**

The flow chart in Appendix A outlines the current procedures for tracking student attendance and monitoring absences causing concern.



Action Flow Chart

Assistant Principal or delegate prints off attendance data (fortnightly) relevant to their classes and year group. Students causing concern are identified by Assistant Principal/delegate at **minuted stage meetings**. Percentages are recorded in attendance database on the school server.

If students are absent two full days in a row or two days within a week, the classroom teacher is to contact the home (on the afternoon of the second day) to enquire as to when the student will be returning to school.

If attendance is concerning (below 90%) or the student has reoccurring partial absences, the teacher sends a classroom teacher letter– Attendance Causing Concern. If no improvement is evident class teacher is to call to arrange a meeting where a plan can be devised with the family and the child. Parents will be encouraged to bring in medical certificates if sickness is causing the absences. This plan must be recorded and a copy given to the family. The teacher must document ALL contact regarding attendance in their Student Attendance and Wellbeing Folder.



If after 2 weeks absences continue, the **stage supervisor** will contact the home and make further enquiries. If no improvement is evident after a fortnight the **stage supervisor** sends an Assistant Principal Absences Causing Concern letter. If still no improvement after a fortnight, **stage supervisor** organises a parent meeting (with class teacher) where the current plan is revised and reinforced. This communication is to be **documented by the Stage Supervisor** on the **Absence Contact Record** in their Student Attendance and Wellbeing Folder. Please note the Principal monitors data and provides additional information at executive and LST meetings.



Learning Support Team Referral – LST review information and work with student if possible to determine the function of the non-attendance and address relevant issues.

A stage supervisor will refer the student via the '**Attendance LST Referral**' form. They will complete attendance record and copies of all correspondence (located in the Student Attendance and Wellbeing folder) which must be submitted with the referral.



Student's attendance improves and **continues to be monitored** at a stage level



**Attendance Meeting**  
If absences continue and no improvement in attendance is identified during fortnightly analysis, parents will be formally requested to meet with the Principal, AP and teacher to discuss attendance issues- **School Attendance Meeting Principal (PL.1)** letter. The HSLO will attend if able.

Principal, HSLO and Executive make a decision as to whether to administer the **Students Absences – Medical Certificate Required** letter **Principal (PL.2)**.

No engagement in the process – **HSLO Attendance Referral Form**

Attendance improves – continue to monitor

Attendance does not improve

**HSLO Attendance Referral Form**

- All Student Wellbeing and Attendance Folders will be collected at the end of each year. The documentation collected for each student will be filed in their PRC.

- Legislation:** Education Amendment Bill (2009) and Education Amendment Bill