



Dapto Public School

Student Attendance Policy *(revised 2022)*

Regular attendance at school is essential if students are to maximise their learning and achieve their career and life options. Schools, in partnership with parents, are responsible for promoting the regular attendance of students. Parents have a duty to comply with the compulsory requirements of the [Education Act 1990](#). Under their duty of care, staff will monitor part and whole day absences. This policy has been written in accordance with relevant NSW Department of Education (DoE) Policies and Guidelines. [School Attendance Policy \(2015\)](#) and [Student Attendance in Government Schools Procedures 2015](#)

Responsibilities

Parents/Carers are responsible for:

- enrolling their children of compulsory school age (by the age of 6 years old);
- ensuring their children attend school regularly;
- explaining the absences of their children from school promptly and within seven days to the school. For convenience, Dapto PS has a messaging system where an SMS is sent the morning an absence is recorded on the roll. This allows the nominated parent/carer to reply on the day their child is away.
- taking measures to resolve attendance issues involving their children; and
- ensuring their child arrives at school on time ready to learn and explaining any late arrival or early leaving circumstances to the school.

Further information can be found at: [Compulsory school attendance - information for parents](#)

School staff are responsible for supporting the regular attendance of students by:

- providing a caring teaching and learning environment which fosters students' sense of belonging to the school community;
- maintaining accurate records of student attendance using approved procedures;
- ensuring students arriving late have checked in at the office upon arrival;
- ensuring students leaving early are promptly sent to the office when called for, after a parent/carer provides an early leaver explanation;
- seeking written or verbal advice from parents regarding unexplained full or part day absences;
- retaining records of written, electronic and verbal explanations from parents. Verbal explanations must be noted and given to office staff to record on Sentral;
- implementing programs and practices to address attendance issues when they arise;
- providing clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance;
- taking all reasonable measures to contact parents promptly and within three days of an unexplained absence occurring;
- recording conversations had with parents/carers about attendance in Sentral; and
- alerting the deputy principal when a student's pattern of attendance is of concern.

The Deputy Principal will:

- monitor and analyse attendance data and patterns, including partial attendance;
- follow up student absences of concern and raise with the class teacher and Learning Support Team;
- send home letters of concern if a student's attendance falls below 85%;
- coordinate procedures for monitoring and improving student attendance and provide advice to teachers;
- liaise with the Home School Liaison Officer when required around attendance procedures and data analysis;
- advise the principal of cases where school based strategies to improve attendance have not been successful and referral made to Home School Liaison Program;
- monitor progress of School Attendance Improvement Plans for students who have been referred to the Home School Liaison Program;
- regularly inform parents and students of attendance requirements including information in the school newsletter.

The Principal will ensure that:

- students are enrolled in line with the requirements set out in [Enrolment of Students in NSW Government Schools](#)
- attendance records are maintained in an approved format and are an accurate record of the attendance of students;
- all attendance records including details of transfers and exemptions are accessible as required;
- documented plans are developed to address the needs of students whose attendance is identified as being of concern prior to referral to Home School Liaison;
- school staff are provided with information on attendance requirements and their obligation to monitor and promote regular attendance at school.

The Principal may grant:

- leave or sick leave to students whose absences are satisfactorily explained as being due to illness or another approved reason;
- an exemption from school attendance for periods totaling up to 50 days in a 12 month period for any one student;
- part-day exemptions from school for periods totaling up to 50 days in a twelve month period for any one student.

Late Arrival

All students who arrive after 9am report to the office where their name and arrival time is recorded. The student is given a late slip before proceeding to class. Parents must either sign the student in or call the school office to provide a justified reason for lateness. The deputy principal will contact parents of students whose partial absences are an ongoing concern.

Early Leaver

Parents or carers of students wishing to collect a student before the end of the school day must present at the school office to explain the reason for leaving early. The office staff will call the classroom for the student to come to the office.

Students returning to school after a partial absence must sign back in at the front office, where they will be issued with a late slip and will then proceed to class.