



Student Attendance Policy

Regular attendance at school is essential if students are to maximize their learning. 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 and Communities (DEC) Policies and Guidelines.

Responsibilities

Parents/Carers are responsible for:

- enrolling their children of compulsory school age;
- ensuring their children attend school regularly;
- explaining the absences of their children from school promptly and within seven days to the school;
- taking measures to resolve attendance issues involving their children; and
- obtaining an early leaver's note from the office if their child is leaving early.

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 parents/cares of students leaving early have an early leavers note from the office;
- 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 kept with written and printed electronic explanations;
- 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; 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 from <85% OASIS report 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;

- 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 The Enrolment of Students in Government Schools: A Summary and Consolidation of Policy (1997);
- 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 9:00am report to the office where their name and arrival time is recorded. The student is given a late stamp before proceeding to class. Alternatively, a parent can sign the student in and 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 obtain a leave pass from the school office before handing to the class teacher.

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