

Attendance and Procedures

Rationale

Section 22 of the [Education Act \(1990\)](#) states that it is the duty of the parent of a child of [compulsory school-age](#) to cause the child:

- (a) To be enrolled at, and to attend, a government school or a registered non-government school, or
- (b) To be registered for home schooling with the NSW Education Standards Authority (NESA) and to receive instruction in accordance with the conditions to which the registration is subject.

All students who are enrolled at school, regardless of their age, are expected to attend that school whenever instruction is provided.

Attendance Data

Section 24 of the Act requires principals to 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.

At WPHPS attendance data is collected via SENTRAL and rolled into EBS each fortnight. In this way attendance data is recorded in an approved format and is an accurate record of the attendance of students.

Encouraging Attendance

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.

Encouraging regular attendance is a core school responsibility.

It is the duty of the parent of a child of compulsory school-age to cause the child:

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 seven days of the first day of any period of absence.

At WPHPS clear information is provided to students and parents regarding attendance via regular newsletter updates (once per term).

Partial Attendance Procedures

At West Pennant Hills Public School we encourage full attendance. While we understand that some appointments will take place in school hours we encourage our community to avoid partial attendances where possible.

Late Arrivals

Students arriving late to school must report to the front office with a parent.

Students presenting without a parent will have their partial absence recorded as unjustified.

A late arrivals slip is printed and taken to the classroom with the student.

The classroom teacher records the partial attendance in Sentral and maintains the slip for record keeping.

Concerns with ongoing partial absences are to be managed according to the measures to monitor and follow up attendance outlined below.

Early Leavers Procedures

Parents requesting an early departure from school premises (prior to 2:55pm) are to report to the front office.

An 'early leavers' slip is printed and taken to the classroom by the parent.

The parent is to pass the slip on to the classroom teacher.

The classroom teacher records the partial attendance in Sentral and maintains the slip for record keeping.

Concerns with ongoing partial absences are to be managed according to the measures to monitor and follow up attendance outlined below.

Holidays and Extended Leave

Where family holidays and extended leave is to take place parents are to provide this information in writing and include details around leaving dates and return dates.

Measures to Monitor and Follow Up Attendance

At WPHPS effective measures are in place to monitor and follow up student absences

At WPHPS teaching staff are responsible for monitoring the attendance of the students in their class. School staff are provided with information on attendance requirements and their obligation to monitor and promote regular attendance at school. A reminder regarding this obligation is provided once per term at the regular staff communication meeting.

Where an absence occurs teachers are to record the nature of the explanation provided.

Where an explanation for a student absence is not provided and the student has not returned to school within two days, teachers are to notify the parents of their responsibility to explain the absence via email or phone call. Where a student has returned to school, teachers are to notify parents of their responsibility to explain the absence via email, standard letter or phone call. If a student has been away for 7 days and parents have not responded to phone or email contact, the teacher or Deputy Principal must ensure parents are contacted within the next 2 school days.

The telephone interpreter service and translated materials, including letters can be used as required when communicating with parents from language backgrounds other than English if an explanation for absence has not been received.

An absence is unexplained if parents have failed to provide an explanation to the school within seven days.

Teachers are to conduct a roll check fortnightly.

Where teachers have an attendance concern, this is to be raised with the Deputy Principal for appropriate discussion and follow up with parents via a phone call.

Once per term the Deputy Principal will run an attendance check to determine attendance concerns school wide. Where a student's attendance falls below 85% parents will be contacted via phone for discussion and follow up.

Where improvements in attendance do not occur after initial discussion with parents (as determined by the classroom teacher and percentage check) the Learning and Support Team (LST) will be notified for further follow up to support student needs.

As a part of this process note that when reviewing 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 <https://reporter.childstory.nsw.gov.au/s/>).

Where improvements in attendance do not occur after LST intervention the HSLO will be notified and engaged. 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.

Teachers are to record student attendance on the student record card for each student at the conclusion of each term.

When Frequent Absences Are Described As Illness

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 via the LST.

This Procedures and Policy Document is to be read in accordance with the following documents:

Exemption from School Procedures

https://education.nsw.gov.au/policy-library/associated-documents/exempt_gui.pdf

Student Attendance in Government Schools Procedures 2015

<https://education.nsw.gov.au/policy-library/policies/school-attendance-policy>