Objective:

- To improve attendance rates at Irrawang PS to align with NSW DEC Targets.
- To minimise the number of students arriving late.
- To develop proactive approaches to attending school in order to maximise learning opportunities for all students.
- To maximise student achievement of whole school goals through full attendance.
- To inform parents of their roles and responsibilities in relation to student attendance at a NSW DEC School.

Regular attendance at school is essential if students are to maximise their potential. Schools, in partnership 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, monitor part and whole day absences.

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
- Recognising and rewarding excellent and improved student attendance
- Maintaining accurate records of student attendance
- 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

Student Attendance in Government Schools: Procedures (2015)

Irrawang Public School Attendance Policy has been developed to comply with the School Attendance Policy (2015) and Student Attendance in Government Schools: Procedures.

School Attendance Procedure:

It is the classroom teacher’s responsibility to record attendance on SENTRAL at the commencement of the school day, collect notes for absences and follow up issues of non-attendance.

The office staff are only responsible for ensuring all rolls are Marked daily in SENTRAL and exported data into OASIS.

For classroom teachers – The roll needs to be marked daily by 9.05am

a. The roll is to be marked by the classroom teacher each day on entering the classroom (on SENTRAL). Casual teachers refer to casual login procedures (casual folder located in staff room near the sign on book.)

b. The teacher marking the roll must SUBMIT the marked roll each day.
c. If a student arrives late (after the roll is marked) a late note is required from the Front Office. If the student presents without a late note, please send them back to the office.

d. Teachers responsible for students attending whole or part day out of school activities, including sport, debating or other excursions will supply the names of the students participating to the office. On return to school the supervising teacher will supply an adjusted attendance record to the office (including teacher signature). Early leavers from excursions and other Variations of Routine, e.g. those going home directly with parents, must be recorded including time and who has taken responsibility for the child. The record must also be signed by the teacher and returned to the office at the end of the day.

e. Part day exemptions from school eg; partial attendance program, negotiated between the parent and the school, where the student attends part of each school day, with the aim to return to full time attendance – must be approved by the School Education Director.

f. Special circumstances registers are to be used when there are part or full day industrial action involving teachers, approved school development days, days on which the school is inaccessible due to natural occurrences such as fire or flood. The special circumstance register should specify the date, times of the variation, the reason for the variation, list the students attending and be signed by the teacher maintaining the register. In the case of a partial day industrial action Attendance Sheets (Manual class roll) will only be used to indicate children attending during minimal supervision times and students who arrive after teachers are back on duty. **(DO NOT MARK FORMAL ROLLS ON SENTRAL IN THIS INSTANCE)**

g. An application for ‘Exemption from Attendance at School’ must only be granted when it has been clearly demonstrated by the applicant that an exemption is in the student’s best interests in the short and long term. The code for exemption, ‘M’, should not be entered on the roll until the school has been notified that the exemption has been approved. **Prior notification of intending absence must be received.**

h. Special Circumstances registers will be kept on School Development Days, days involving industrial action, natural disaster and other significant variations – as per DET procedures.

Notes/Explanations.

Upon receipt of an explanation – written, verbal or via email. Teachers must complete the following on each notification:

a) Record reason for the absence (S)ick or (L)eave on the note, using professional judgement – if unsure seek supervisor’s advice. Initial the note and send to office DAILY. More examples of absence codes listed below.

b) Verbal absence notification from a parent/caregiver - is most important. Complete a verbal absent note (copies in front of money folder). Must be sent to office DAILY.

Notes should be returned to the office each day in the tartan pencilcase/money bag.

- Absentee notes are entered through the office (eg teachers send to office, parents ring up etc).
- Absences are explained “Leave”, “Sick” or “On School Business”. Absences are marked “Unexplained” if parents do not explain the reason or did not give a valid reason, such as, sleeping in / late.
- Additional codes were added on 29.1.2010 – “H” for recording students, who are attending education settings separate to their mainstream school and “B” for students who are absent from the school site on official school business eg work experience, regional sport, excursions.
For SAS staff:

a) Partial absences printed from SENTRAL - student/parent/caregivers given copy of late/early leaver slip to give to teachers.

b) Attach a copy of ‘Out of school activities attendance record’ to the official attendance register. Include a copy of the permission slip, list of students who were scheduled to attend and a list of students who actually attended. These activities could include chess, debating, interschool sports.

c) File a copy of Part day exemption plan and ‘shared student’ plan in student’s Record Card. Sample: a student enrolled at Irrawang but attending another school for a period (e.g. Woodberry), would initially be marked as SHARED in SENTRAL comment Woodberry Learning Centre; when advice received from Woodberry confirming student’s attendance for the previous week, the record would be amended only if the student is absent (S or L); at transition, if attending for part of the day only, a partial attendance will be entered in SENTRAL when the student arrive and leaves with M (Exempt) as a reason and Transition as a comment.

d) Attach a copy of the VOR roll to the official attendance register

e) An ‘Absence Report’ (official Attendance Register) is generated each Friday for the current and previous 2 week period, signed by the principal and filed in the office. This report is generated through OASIS. (B4>D2>PP3)

f) A ‘Return of Absences’ is completed each Semester as directed.

g) Any Departmental adjustments e.g. Exemptions/Transfers/Missing Children File, will be dealt with by Office staff

Emergency Procedures

Lockdown Rolls are located in all classrooms and in the School Hall and the Computer/library area. Rolls are updated regularly to include new enrolments. During a lockdown, teachers mark the roll to account for students and advise the office of results. For Evacuations office staff take an Evacuation Kit, which includes an Emergency Roll for each class and the day’s “Whole Day Absence Report” and the partial absence book to the Assembly Point. Teachers then mark the rolls.

HSLO

- HSLO comes to monitor targeted students and overall attendance.
- HSLO liaises with designated school representative to organise strategies to increase targeted students attendance. This may include student monitoring, phone contact or parent meetings.
- Will be invited to talk to parents at Kinder Orientation sessions.
LATE ARRIVAL & EARLY LEAVERS

- Children arriving at school after classes have entered the classroom, must go to the office to have their time of arrival recorded. Office staff escort or arrange for other students to accompany the child to the classroom.
- No child may leave during the day with anyone, including parents, without being signed out at the office. Office staff organise with the class teacher for children to be collected from the office.
- When a child is signed out early for reasons of illness / appointments, teachers will be advised verbally by office staff, that the student has gone home.

EVALUATION

- Regular visits with monitor from HSLO will support monitoring of appropriate documentation
- LST meetings will monitor student attendance and related processes

RESOURCES

- School Attendance Policy (2015)
- Guidelines for Exemption from School PD20050259
- Student Attendance in Government Schools: Procedures
- Student Attendance in Government Schools: Attendance Register Codes
- Home School Liaison Program Guidelines
- The Enrolment of Students in Government Schools: A Summary and Consolidation of Policy (1997)
- DN/09/00355

Appendix 1: Implementation of Responsibilities
Appendix 2: Attendance Information Sheet to families
Appendix 3: Partial and Whole day Attendance Monitoring Program
Appendix 4: Note for late arrivals

Policy last updated 19/4/16
Implementation of Responsibilities

Principal Responsibility
Promote and clarify Irrawang PS expectations of attendance with community, students and staff. Ensure attendance records are maintained in an approved format and are an accurate record of the attendance.
Establish procedures and structures to support teachers with dealing with attendance problems to promote and recognise good attendance.
Ensure that staff records accurately the attendance of each student in class when taking part in activities outside the school eg. Excursions, sporting competitions.
The Principal or delegate (CT), will undertake all reasonable measures to contact parents promptly and within two school days of an unexplained absence occurring. Applications to the Home School Liaison Program.
Send home a copy of Appendix 2 Attendance Information Sheet home annually with all families.

Classroom Teacher Responsibilities
Communicate high expectations for, and acknowledge good attendance.
Respond to attendance concerns (including lateness) for their own class.
Maintain a positive and attractive classroom environment.
**Accurately** marking class roll at the beginning of the school day.
Send Absentee and/or verbal notes home as process indicates.
Make contact with parents within two school days of an unexplained absence.
Liaise with the Assistant Principal about any students who exhibit attendance concerning behaviour.

Assistant Principal (attendance) Responsibilities
Supervise accurate roll marking.
Monitor student attendance patterns and liaising with classroom teachers / LST to develop individual attendance remediation programs.
Provide recognition for outstanding attendance.
Manage the weekly class attendance competition.
Liaise with HSLO to support students.

Care Provider Responsibilities
Send students to school on every day the school is open for instruction.
Promote a positive attitude towards school attendance.
Provide written or verbal explanations for absences within seven school days of the first absence.
Dear Parent/Caregiver,

Below is some information on attendance. Please read carefully and retain this sheet for future reference.

**What is an absence?**

The class teacher will record your child as absent if they are not in attendance at school at the time the roll is being marked.

YOU, as the parent/caregiver, have the responsibility to notify the school within 7 school days and provide a reason why your child was absent that day.

If this is not done within the 7 school days, it will be recorded as an UNEXPLAINED absence.

**How do I notify the school for a full days absence?**

You can do this in a number of ways: ensure these are all completed within 7 days

- **Note:** Send a note in with child’s name, date of absence, reason for absence and a parent/caregiver signature.
- **Verbal:** Phone the school on 49872403 and tell the office staff the reason.
- **Email:** Email the details of your child’s absence to the school at irrawang-p.School@det.nsw.edu.au

**What happens if my child has too many unexplained absences?**

If your child has too many unexplained absences, you may be notified by the Home School Liaison Officer (HSLO) who will ask for explanations for absences. If after that, there is still no improvement in the attendance of your child, the HSLO can initiate court proceedings.

**What is partial attendance?**

Partial attendance is if your child is late to school, early to leave school or leaves throughout the day and then returns. This is usually for appointments etc. However, if your child is consistently late to school or consistently leaving early, without satisfactory reasons, the school or the HSLO, may contact you.

**If my child is late, what is the process I need to follow?**

A parent/caregiver needs to escort their child to the office and sign them in. OR A phone call needs to be made at the time of arrival from a parent/caregiver to say why their child is late (IPS Ph: 49872403) OR A note from the parent/caregiver needs to come in with the student to explain why they are late and the time they are signing in.
## Appendix 3

### IRRAWANG PUBLIC SCHOOL

Term __, 2015

#### Attendance Monitoring Program 2016

<table>
<thead>
<tr>
<th>Student Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Year:</td>
</tr>
<tr>
<td>DOB:</td>
</tr>
<tr>
<td>Parents:</td>
</tr>
<tr>
<td>Ph: (Home):</td>
</tr>
<tr>
<td>(Mobile):</td>
</tr>
<tr>
<td>Emergency:</td>
</tr>
</tbody>
</table>

### Term 4, 2014

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Intervention</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>By CT (Date)</td>
<td>After the CT identifies concerning behaviour from above data:</td>
</tr>
<tr>
<td></td>
<td>a)</td>
<td>Verbally request a letter of explanation of absence. If nothing is explained within the next two days, then move on to 1b)</td>
</tr>
<tr>
<td></td>
<td>b)</td>
<td>Contact parent for verbal or written explanation. Let office know if you receive a verbal or written. If nothing is explained within the next two days, then move on to 1c)</td>
</tr>
<tr>
<td></td>
<td>c)</td>
<td>Contact parent 2nd time to request explanation and inform them that it will be referred on to AP. If nothing explained the following day, refer student to AP.</td>
</tr>
</tbody>
</table>

### CT Notes

### Step 2

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Intervention</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>+ Executive (Date)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a)</td>
<td>Contact parent to request explanation and improvement. If nothing explained the following day, move on to 2b)</td>
</tr>
<tr>
<td></td>
<td>b)</td>
<td>Student interview with AP to discuss issue and request explanation and improvement. If no improvement in 2 days, refer to P</td>
</tr>
</tbody>
</table>

### AP Notes

### Step 3

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Intervention</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>+ Principal (Date)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a)</td>
<td>Interview with Principal to resolve attendance concerns. If no improvement in one week, the move to 3b)</td>
</tr>
<tr>
<td></td>
<td>b)</td>
<td>Letter to parents by Principal, informing of a referral to the HSLO. Move to Step 4.</td>
</tr>
</tbody>
</table>

### P Notes

### Step 4

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Intervention</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>+ Co-ord.</td>
<td>Refer to Home School Liaison Officer</td>
</tr>
</tbody>
</table>

### Key:

- PC= Phone Call
- N= Note Sent home
- PM= Parent Meeting
- SI= Student Interview
- NR= Note Received
- R= Referral to.....
- MC= Monitoring Card
- PI= Parent Interview
- EA= Encouragement Award
Dear Parent/Caregiver,

Our morning session from 8.55am-11.40am is our key learning time for Literacy and Numeracy.

When students are late in the morning, they miss important daily routines, messages and key Literacy and Numeracy learning concepts.

At times, we understand lateness may be unavoidable due to a doctor or other appointment. When this happens, the following options are available:

*A parent/caregiver needs to escort their child to the office and sign them in. OR
*A phone call needs to be made at the time of arrival from a parent/caregiver to say why their child is late (IPS Ph: 49872403) OR
*A note from the parent/caregiver needs to come in with the student to explain why they are late and the time they are signing in.

In the interest of student safety, child protection and wellbeing, we need to know that there is an acceptable reason why the student is late for school and that their parent/carer is aware of this lateness.

Thank you in advance for supporting our new approach to ensure your child’s safety whilst promoting full time attendance at school.

Regards,
Stacy Mathieson
Principal