

FIGTREE PUBLIC SCHOOL

ATTENDANCE

POLICY



Figtree Public School's

Recording and Monitoring Student Attendance Procedures

BRIEF DESCRIPTION

Regular attendance at school is essential for students to access quality teaching and learning experiences that will increase career and life opportunities. Schools, in partnership with parents, are responsible for promoting the regular attendance of students.

While parents are legally responsible for student attendance, school staff, as part of their duty of care, record and monitor attendance. Schools provide a caring teaching and learning environment, addressing the learning and support needs of students, including those with additional learning needs and health conditions. We work to promote a sense of wellbeing and belonging to the school community.

LINKS TO DEPARTMENT POLICIES:

<https://education.nsw.gov.au/student-wellbeing/attendance-matters-resources-for-schools/compulsory-school-attendance>
<https://education.nsw.gov.au/student-wellbeing/attendance-matters-resources-for-schools>
https://education.nsw.gov.au/policy-library/associated-documents/exempt_QUI.pdf
<https://education.nsw.gov.au/policy-library/policies/school-attendance-policy>
<https://education.nsw.gov.au/policy-library/associated-documents/behaviourcode.pdf>
<https://education.nsw.gov.au/policy-library/associated-documents/Student-Attendance-in-Government-Schools-Procedures-2015-word-version.docx.docx>

STATEMENT OF PURPOSE

This procedure aims to establish guidelines regarding the recording and monitoring of student attendance at Figtree Public School in line with Department of Education policies. This includes:

- Ensuring our school procedure aligns with the Departmental Attendance Policy in regards to collecting, monitoring and reviewing student absence, inclusive of whole and partial days, to ensure students are in regular attendance.
- Building partnerships with parents and caregivers as well as the Home School Liaison Officer to offer resources and strategies to support improved attendance in schools.

IMPLEMENTATION: The following are expectations of staff at Figtree Public School:

Teacher Responsibilities:

- Teachers mark the roll immediately each morning at 9:15am. If there is a technical difficulty, teachers must note students in attendance and those absent on a paper roll and send this to the office. N.B. If a casual teacher is responsible for the class, a paper class roll will be provided to the teacher in the red casual folders located in the staff room pigeon holes.
- Ensure students that arrive late or leave early have been signed in/out at the office.

- Ensure all notes regarding the reason for a student's absence have been sighted within 7 days and the reason approved by the class teacher (as the Principal's delegate) and noted on Sentral.
- Seesaw and phone communication recorded into Sentral Attendance notes.
- Contact parents/caregivers within two school days of a student's absence to ensure the safety and wellbeing of the student. Note any correspondence into Sentral Attendance.
- Promote and encourage positive school attendance.
- Monitor student attendance. If a student has a pattern of absences throughout the term, including late arrivals or early departures, contact the parent/caregiver to discuss and address concerns. Students with less than 85% attendance and those with regular partial attendance should be closely monitored with interventions discussed with Assistant Principals during Stage Team meetings. Students with less than 80% attendance will be prioritised as an attendance concern.
- Student Attendance concerns should be recorded in Sentral for a 2 week period. The student is then to be referred to the learning support team for the development of an individual attendance support plan.
- Students with three unjustified absences during any term, or ongoing or uncommon absence concerns must be referred to the Stage Supervisor.

Stage Supervisor Responsibilities:

- Lead fortnightly stage meetings and track attendance data on Sentral and SCOUT.
- Run reports on unjustified, justified and partial absences.
- Follow up with concerns referred by classroom teachers and ensure teachers begin monitoring attendance using the Sentral records.
- Refer continuing concerns to the executive and staff responsible for leading the attendance action team and the Learning Support Team for consultative considerations of attendance impacts and plans.
- Lead (or support teachers to lead) 20-day attendance monitoring meetings with parents/carers to establish an Attendance Improvement Plan.
<https://docs.google.com/document/d/1Kbs2FOzIWdtzX11TLi43L1U67bSNDbl/edit?usp=sharing&oid=110392332717727579468&rtpof=true&sd=true>
- Review and discuss attendance for the classes you supervise, once a fortnight, in stage meetings. Report back information in executive meetings.
- Organise whole school rewards and incentives once goals have been reached.
- Work with staff to utilise and implement support strategies, plans, programs and communication to support attendance improvement. If this is unsuccessful, Home School Liaison Program support should then be sought through the Attendance Action Team.

HSLO Responsibilities:

- Provide a supportive service to students, parents and schools to encourage the full participation of all students in education.
- Provide support to students enrolled in New South Wales government schools and children of compulsory school age who are not enrolled in a registered school.
- Function as part of the School Services team to support school practices that promote regular attendance.
- Conduct periodic roll checks in schools, recommending improvements where necessary.
- Develop attendance improvement plans, in consultation with school personnel, to resolve attendance issues.
- Organise attendance meetings with parents, students and school staff.
- Help schools to develop whole school plans.
- Attend review meetings if requested by the school.
- Work with other agencies, e.g. NSW Police Force on joint anti-truancy operations when required.
- Advise schools on additional strategies as an alternative to Home School Liaison Program support.
- Compile support documentation to ensure correct procedures are followed if legal resolution is required.
- Professionally develop and support staff with teaching strategies that support attendance, as required.

Administration Staff Responsibilities:

- Check all rolls are marked by 9:30am. Contact any teachers who have not submitted their roll promptly.
- Provide all families with a booklet of absence explanation notes upon enrolment. Enews information should be monitored as parents and carers can use this platform to explain absences.
- From the beginning of 2015, family holidays and travel are no longer considered as an exemption. Travel outside of a school holiday period is now counted as an absence for statistical purposes. Any leave taken during the term will be marked the same way as all other leave. At all times, encourage families to take within the school holiday period.
- All written explanations, phone messages, eNews absence forms are to be recorded on Sentral. Enews monthly report printed and filed. Phone messages immediately recorded on Sentral. Written explanations placed in class teachers' pigeon hole.

- Ensure all partial absences are electronically recorded as students arrive or leave and provide a slip from the office to present to the teacher. The Principal (or Principal's delegate), at the time of the partial absence will make a determination as to the appropriate absence code, inclusive of 'unjustified' if no satisfactory explanation is given.

Parents and Carers Responsibilities:

- Use the eNews App, absence note or a handwritten note to provide a written explanation of your child's absence from school. If you ring the school or the school rings you, your phone call will be acknowledged and recorded by staff.
- The school Principal may ask families to provide a medical certificate for sick leave absence greater than 3 days where attendance has been a concern.
- From the beginning of 2015, family holidays and travel are no longer considered as an exemption. Travel outside of a school holiday period is now counted as an absence for statistical purposes. Any leave taken during the term will be marked the same way as all other leave. Where possible take holidays in the school holiday period.
- Provide a note, or verbal explanation, for late arrivals and early departures. Students who arrive late without a parent/carer or where parents/carers have not contacted the office are marked unjustified.
- Where possible, appointments (e.g. doctor, specialist, dentist) should be made outside school hours.
- Early departure from a carnival, open day etc. will be recorded as a partial absence.
- Speak with your child's teacher if you are experiencing difficulties getting your child to school. We are here to support you and your child.

Students Responsibilities:

- Attend school every day, unless due to illness (under the care of a responsible adult).
- Be on time for school every day.
- Ensure explanation notes are given to teachers on returning to school.

EVALUATION

These procedures will be regularly evaluated and updated throughout the school year. A review of the procedures will be held by the conclusion of each year and any alterations noted.