



Attendance Policy Leonay PS

Regular attendance at school for every student is essential if students are to achieve their potential, and increase their career and life options. Schools in partnerships 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, record and monitor part and whole day absences. Schools, in providing a caring teaching and learning environment, which addresses the learning and support needs of students, including those with additional learning and support needs or complex health conditions, foster students' sense of well-being and belonging to the school community. (p.1) School Attendance Policy (PD20050259): Student Attendance in Government Schools: Procedures

Responsibilities:

Principal and executive

- Oversee the implementation of the School Attendance policy
- Ensure effective strategies are in place to promote regular attendance and to follow up any concerns
- Communicate through the Learning and Support Team any parent or student concerns regarding attendance and to implement strategies to address these needs
- Regular monitoring of attendance

Parents

- Understand the legal requirements and educational necessity for regular school attendance
- Provide an explanation for absences by means of a telephone call, written note, email message or Compass attendance notification to the school within 7 days
- Ensure all written explanatory notes are signed and dated

Teachers

- Provide a caring learning environment which will encourage regular school attendance
- Will be conversant with the school's and Departmental attendance policies
- Understand the importance of accurately recording and carefully monitoring students' attendance and do so efficiently and effectively
- Ensure the class roll is marked promptly each morning before 9.30am. In the event of paper rolls being used, store them safely in a designated spot in the classroom
- Mark absence notes promptly in the school roll, store safely in a designated spot in the classroom, to be collected at the end of the year
- Enter relevant codes for absence notes promptly in the school roll on the day of receipt
- Report concerns of unexplained absence, frequent absences explained as being due to illness, or regular applications for leave absence to their stage supervisor and the Learning and Support Team.

Students

- Take pride in regular school attendance
- Receive support to overcome problems concerning poor attendance

Administration Staff

- Print Absentee reports on a daily basis
- Every week print absence letters for the prior week and send home via email
- Every two weeks print the full absence details report and pass to executive member of the school for further action



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Home School Liaison Officer (HSLO)

- Provide the school with support in its endeavor to improve school attendance
- Monitor attendance of targeted students in collaboration with the Learning and Support Team

Roll Marking Procedures:

- All staff including casual teachers will mark rolls daily and accurately using Compass or on a paper roll
- In the event of an excursion, a copy of a marked class list is to be provided to office staff prior to departure. Rolls should also be marked on Compass if possible.
- Unexplained or unsatisfactory reasons for absences should be marked 'A'
- Note: Exemptions can no longer be requested or approved for parents / caregivers going on holidays during a school term. These absences are marked as leave (A) and are counted in the student's attendance record. Requests for extended leave – travel, if approved by the Principal are recorded as an (L) or are otherwise recorded as an (A). A copy of the approval will be provided to the teacher for reference and another filed in the Pupil's Record Card.

Late Arrivals/Early Departures:

- A late arrival docket or early departure docket is printed by the office staff for students who arrive after 9.00am or leave before 3.00pm
- Students in sick bay who go home will be signed out as an early departure
- Students must not leave early unless collected by a parent/caregiver or their approved nominated persons

Attendance Monitoring Procedures:

- Teachers to monitor absences and unjustified lateness and pass concerns onto Assistant Principal or Principal
- The Assistant Principal will monitor the rolls and bring any concerns to the school executive for further discussion

Strategies for Good Attendance

- Teachers will provide a caring and stimulating learning environment in which students achieve success and receive recognition for this
- Good attendance will be promoted in all classrooms
- Procedures for notification of absence and the importance of prompt arrival will be regularly inserted in the newsletter
- Compulsory School Attendance - Information for parents will be inserted into the newsletter at least once a year
- A pamphlet from the NSW Department of Education is included in Kindergarten Orientation packages each year. The HSLO will speak at one session regarding the importance of regular attendance

References

School Attendance Policy (PD20050259)

Student Attendance in Government Schools: Procedures