



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

- 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

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 Skoolbag App to the school within 7 days
- Ensure all written explanatory notes are signed and dated
- Seek approval for extended leave travel for periods of one week or more, after careful consideration of the impact on learning

Teachers

- Provide a caring learning environment which will encourage regular school attendance
- 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
- 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

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 or as a paper copy
- 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 class teacher

Roll Marking Procedures:

- All staff including casual teachers will mark rolls daily and accurately using EBS4 On track
- Unexplained or unsatisfactory reasons for absences should be marked 'A'

Late Arrivals/Early Departures:

- A late arrival docket or early departure docket is printed by the office staff from EBS4 Central 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

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