



Attendance Procedures

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Policy Context

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 wellbeing and belonging to the school community.

Student Attendance in Government School Procedures 2015

Aims

The Lake Munmorah Public School attendance plan is aligned with the Department of Education School Attendance Policy. We value the importance of regular attendance in providing the optimum benefit from schooling and optimising life opportunities. To promote the maximum transfer of knowledge and skills, attending every day possible is crucial and encouraged for all students.

Responsibilities

Student

Students are responsible for:

- Attending school every day possible.
- Arriving at school on time each day.
- Presenting at the office to sign in if they arrive late to school.

Parent

Parents are responsible for:

- Ensuring their child attends school each day possible, unless a valid reason is prohibiting attendance.
- Providing the school with an acceptable reason for absence within 7 days (via SMS, Parent Portal or note).
- Presenting to the office to sign a student out if early departure is required.

Classroom Teachers

Teachers are responsible for:

- Accurately marking the roll each day.
- Monitoring daily attendance and advising executive of any attendance concerns.
- Contacting the family **on the second day** of absence and documenting the communication on Sentral.
- Generating absence letters requesting justification of absence.
- Entering reasons for absence on Sentral when provided.
- Signing, dating and storing any notes submitted, returning them to the office at the completion of each term.

Executive Level

Executive staff are responsible for:

- Encouraging regular attendance
- Supporting class teachers, ensuring that monitoring processes are effective.
- Endeavouring to make contact with emergency contacts where applicable. If contact has not been reached after three days, completing a welfare check via local police.
- Monitoring attendance rates and ensuring action has been taken to support the process.
- Communicating any concerns to the HSLO.

Coding Attendance

Explained	Justified	School Business	The student is absent from school on official school business Representing the school e.g. <ul style="list-style-type: none"> - attending school related event - PSSA representation - school excursion
		Suspended	<ul style="list-style-type: none"> - If the student is currently on a suspension, prohibiting attendance at school
		Flexible	<ul style="list-style-type: none"> - Required to isolate but still engaging in school work
		Leave	The student is absent from school due to: <ul style="list-style-type: none"> - Family funeral or serious family illness - Emergency family situation - Religious festival or ceremonial occasions, including Sorry Business - Misadventure or unforeseen circumstances
		Exempt	<ul style="list-style-type: none"> - Part Day Exemption
		Sick	The student is absent from school due to: <ul style="list-style-type: none"> - suffering from illness or injury prohibiting them from attending school. After three consecutive days, a medical certificate should be provided. - Medical appointments/ travel
		Shared Enrolment	The student may attend an alternate setting on set days or hold a shared enrolment with a hospital school.
Unexplained	Unjustified		<ul style="list-style-type: none"> - Family holidays - The reason is not acceptable e.g. pet's birthday - Caring for a sick sibling/ parent
	Absent		<ul style="list-style-type: none"> - When a reason has not yet been provided
	Unjustified		<ul style="list-style-type: none"> - After 7 days with no reason provided, absences are classified as unjustified

Exemption from School

A child may be exempt from being enrolled at and attending school if the Minister or delegate is satisfied that conditions exist which make it necessary or desirable that an exemption should be granted.

A Certificate of Exemption may be given subject to conditions and limited to a period specified in the certificate.

Exemption from School Procedures, School Attendance Policy, Learning and Engagement Directorate 2015

Parents wishing to explore the option of Exemption from School (whole year, part day) are required to meet with the Principal to discuss.

Daily Monitoring Procedures

1

- Teachers to accurately mark rolls on Sentral by 9:15am daily.
- Casual teachers are to mark a paper roll located in the casual folder and return to the office by 9:10am. The office staff transfer this data to Sentral.

2

- SMS sent out by office staff at 9:30am daily.
- Office staff to update rolls if a reason is provided via return SMS.
- Teacher to update rolls if a reason is provided to them e.g via note, verbal.

3

- If a child is absent for a **second consecutive day** and no justification has been recieved, teacher to make contact with family. Reason to be updated on roll and make an attendance note of contact on Sentral.
- SAM also crosschecks information and informs APs, who in turn, follow up with CTs to ensure contact has been made by CT.

4

- If a child is absent for a **third consecutive day** and no explanation has been recieved, AP to notify DP.
- DP to attempt to reach parents / emergency contacts.
- If no explanation is provided, DP to conduct welfare check via local police station.

5

- If a child returns to school after absence and no reason has been provided, CT to generate absence letters via Sentral and send home.
- When absence letters are returned, it is the responsibility of the class teacher to update the justification on Sentral and to maintain a copy.
- CT to collate absence letters and provide to office for filing at the completion of each term.
- If an absence reason is provided after seven days, the reason is to be added to Sentral, yet the case remains as 'unjustified'.

6

- Attendance concerns are to be referred to the stage AP to be monitored.
- APs are to raise concerns at the LST meetings.
- Refer to 'Attendance Concerns Procedures'.

Attendance Concern Procedures

1

- CT to make contact with the parent/carer and document under 'Attendance' section on Sentral in the Wellbeing app. Put in place strategies to improve the student's attendance.

2

- CT to monitor.
- If improvement evident, continue to monitor and celebrate any improvements.
- If no improvement, see next step. Start 'LMPS Monitoring Attendance Concerns' paperwork.

3

- CT to notify AP of concerns and discuss strategies at weekly stage meeting OR via email.
- CT/AP to implement strategies discussed (eg positive rewards system, discussion with students etc).
- If improvement noted, celebrate achievements with students and family and continue to monitor.
- If no improvement, see next step.

4

- AP to make contact with the parent/carer. This may be done via phone or by generating the Sentral letter- 'Attendance concern from AP'. AP to document correspondence on Sentral.
- If improvement noted, celebrate achievements with students and family.
- If no improvement, see next step.

5

- AP to notify of ongoing concerns at LST, sharing information about progress and strategies implemented.
- DP to generate 'Attendance concern discussed at LST' letter and send home with student.
- CT/AP/DP to implement strategies to support attendance.
- If improvement noted, celebrate achievements with students and family.
- If no improvement, see next step.

6

- If no improvement, DP to send 'Considering HSLO Application' letter.
- The letter requests parents to make a meeting to discuss their child's attendance.
- Depending on the situation, CT/AP/DP to host meeting.

7

- If no improvement, Case referred to HSLO via application.
- 'Application to HSLO' letter generated and sent home.
- After receiving further advice from HSLO, generate 'AIP Meeting' letter and arrange for AIP meeting to be held with all invested parties.
- HSLO guides process and attendance is monitored for 20 days.

School Wide Attendance Practices

- ❖ DP to analyse fortnightly data and provide details of action to invested parties.
- ❖ DP to meet with HSLO regularly to discuss attendance concerns.
- ❖ PBL lessons will be focused on attendance at least once a term.
- ❖ Information providing the importance of attendance to be included in the newsletter each week.
- ❖ Process check to be held annually with the HSLO.
- ❖ An Evacuation Summary is printed daily (from Sentral) and kept in the 'Daily Absences' folder located in the print room, ensuring it is accessible in case of emergency.
- ❖ All teachers and admin staff complete HIPL in attendance procedures.

Enhancing Attendance

In accordance with the School Attendance Policy, schools are responsible for promoting regular attendance. At LMPS the following strategies are implemented to enhance attendance and are the responsibility of :

CLASSROOM TEACHER

- ✓ Engaging and motivating curriculum
- ✓ Telephone calls home on 2nd days of absence if no explanation given
- ✓ Charts in every class to reflect class percentages for each day/ week
- ✓ Trophy displayed in the class (3-6, K-2, MC) for a fortnight for the class who has the highest average percentage for the last fortnight. Winning class to choose own reward
- ✓ Breakfast Club available daily from 8:30am to encourage prompt attendance

ASSISTANT PRINCIPAL

- ✓ Monitoring of attendance concerns through LST
- ✓ Supporting parents in the transition from home to school
- ✓ Even Weeks 3-6 Assemblies will recognise our 100% attendees for their reward
- ✓ Odd Weeks K-2 Assemblies will recognise our 100% attendees for their reward

DEPUTY PRINCIPAL

- ✓ 95% Attendance awards sent home at the end of each term
- ✓ Week 5 each term, letters sharing the students 'attendance percentage' sent home
- ✓ Monitoring whole school attendance fortnightly and actioning follow up
- ✓ Attendance letters for 'at-risk' students being sent home that highlight the student's attendance percentage when below 80% each fortnight
- ✓ Utilising the Schools 4 Communities for families requiring support
- ✓ Notifying the community of attendance expectations through the newsletter each week
- ✓ 100% attendance for the past fortnight = fast & fun reward
- ✓ Sharing of each class/student's attendance data via tracking doc on Teams

Supporting Documents

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

School Attendance in Government Schools Procedures <https://education.nsw.gov.au/policy-library/associated-documents/Student-Attendance-in-Government-Schools-Procedures-2015-word-version.docx.docx>

Exemption from School Procedures https://education.nsw.gov.au/policy-library/associated-documents/exempt_gui.pdf

Every Day Counts student attendance guide <https://education.nsw.gov.au/inside-the-department/attendance-resources#Every2>

LMPS Monitoring Attendance Concerns – Initiated by Classroom Teacher

Attendances patterns emerging and CT has some concern

CT to make contact with the parent/carer and document under 'Attendance' section on Sentral in Wellbeing app. 'Attendance is being monitored' note sent home by CT.

Date: __/__/__ Completed by: _____

Monitor

DP to monitor

Date: __/__/__

Completed by: _____

Still no improvement in attendance

DP to generate 'Letter 4- Considering making an appointment with HSLO- Please book a meeting to discuss'.

Date: __/__/__

Completed by: _____

Monitor

CT to monitor
Impact?

Date: __/__/__

Completed by: _____

Still no improvement in attendance

AP to notify LST Team at the weekly meeting.

DP to generate 'Letter 3, printed on red paper- Student has been discussed at LST Meeting'. DP to discuss with parents/carers and request Drs certificates be supplied for each absence.

Date: __/__/__ Completed by: _____

Still no improvement in attendance or meeting not booked

If no improvement, DP to send Letter 5 informing that the HSLO application has been lodged.

DP to lodge HSLO application

Date: __/__/__

Completed by: _____

No improvement in the students attendance

CT to notify AP of concerns. AP to make contact with the parent/carer. This may be done via phone or by generating the Sentral letter- 'Letter 2- Attendance concern from AP' printed on orange paper. AP to document under 'Parent Communication' section on Sentral.

Date: __/__/__ Completed by: _____

Monitor

AP to monitor

Date: __/__/__

Completed by: _____

After receiving further advice from HSLO, generate 'Letter 6- AIP Meeting' and arrange for AIP meeting to be held with all invested parties.

Date: __/__/__

Completed by: _____

From here, attendance is monitored for 20 days, a 'Secretary's Conference' may be held. If Undertakings not complied with then possible application for court action.