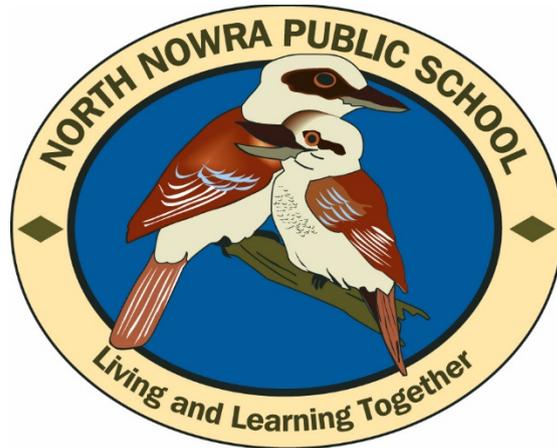


# North Nowra Public School



## *Attendance Guidelines*

*To be used in conjunction  
with the NSW DoE  
School Attendance Policy  
and related documents.*

# Attendance Policy

## Aim:

- To record and monitor student's attendance so that regular attendance of students will be encouraged and to enable steps to be taken which will improve poor attendance.
- Responsibilities: Parents:
- Understand the legal requirements and the educational necessity for regular school attendance,
- Advice and recommendation given to overcome problems that contribute to poor school attendance

## Teachers:

- Understand the importance of accurately recording and carefully monitoring student's attendance and do so efficiently and effectively.
- Will ensure class roll is marked each morning promptly. e.g. by 9:10 am
- Will ensure absence notes received promptly recorded in Sentral. Marked with appropriate action and signed (initialled) as entered on Sentral. Then the note is placed in the Class Notes envelope or folder and retained. The Class Notes envelope, or folder will be sent to the school office on the designated day for office staff to file at the end of each year.
- Will be conversant with the school and Department attendance policies
- Provide a caring, stimulating and successful learning environment which will encourage students' regular attendance
- Will attempt contact with family if a child is absent for two consecutive days (without explanation).

## The Roll Supervisors: (Each Stage Leader)

- Will provide regular review of the recording of students' attendance,
- Will follow up instances of unsatisfactory attendance,
- Will liaise with the Principal, Learning Support Team and the HSLO (Home School Liaison Officer)

## The HSLO: (Home School Liaison Officer)

- Will provide the school with support in its endeavours to improve school attendance.

## Administration Staff:

- Will record and provide late and early slips in Sentral (or ebs4 once the migration is complete). Late and early slip will be used as the advice to student's teaching staff to know that student's attendance is marked in Sentral. If a child is not able to provide a late or early slip, they are to be directed to the office to be recorded and collect a slip.
- Will, if contacted by parent/caregiver, complete a Verbal Notification of Absence note and pass on to the relevant teacher for recording in a Sentral. If the explanation is provided more than seven days after the absence, the absence will remain unjustified unless approved by the Principal.
- Will enter absent advice to student's teaching staff when a parent phone call is received so that the student's attendance can be marked as explained with the appropriate determination for a reason given.
- Will file absentee notes from Class Notes envelope or folder that is marked with appropriate action and initialled when received on the designated day for the year
- Will print absentee reports as requested.

## Students:

- Take pride in regular attendance
- Are assisted to overcome problems that contribute to poor attendance

### **Roll Marking Procedures:**

- Roll marking is to be recorded daily and accurately by teachers in Sentral (or ebs4 Agent once the migration is complete).
- Casual teachers are to mark the Roll on a Class list and send to School office for Office staff to enter through Sentral (or ebs4 Agent once the migration is complete).
- If a casual teacher is covering the class for a longer period, they are to follow procedures for teachers and roll marking in Sentral (or ebs4 Agent once the migration is complete).

### **The following points should be noted:**

- School Development Days and Public Holidays are deactivated in Sentral (or ebs4) so as not to appear in the class roll as active.
- A Late Arrival Docket or Early Departure Docket is printed by the Office staff from Sentral (or ebs4) – this will automatically appear in the Class Roll for students who arrive after 8:55 am or leave before 2:50 pm.
- Students should present to the school office where they will be given a Late Arrival Docket. Students must not leave school early unless collected by a parent/caregiver or their approved nominated persons. If a child brings a note requesting to leave early, the Principal/Stage leader must be informed. If a student consistently arrives late or leaves early, the relevant Roll Supervisor should be alerted by the class teacher.
- Unexplained or unsatisfactory reason for absences should be marked 'A' and the relevant Roll Supervisor alerted by the class teacher.
- Note: Exemptions can no longer be requested or approved for parents/caregivers going on holidays during a school term. These absences are marked as unjustified (A) or leave (L) if approved by the principal in writing are counted in the student's attendance record.

### **Attendance Monitoring Procedures**

- Teachers are to monitor absences, and unjustified lateness and any concerns should be brought to the attention of the relevant Roll Supervisor.
- The Roll Supervisor will monitor rolls at five weekly intervals and bring any concerns to the attention of the Learning Support Team, the Principal and the HSLO.
- The HSLO will monitor attendance of notified students with the assistance of the relevant Roll Supervisor who will make daily checks on these students' attendance. The HSLO will be notified immediately of any non-attendance of these students
- All records will be maintained so that they are easily accessible for the HSLO. Liaison with Parents, Caregivers
- All explanatory notes must be dated. Teachers should date and initial any undated parental note.
- A DoJo© message will be accepted as a form of communication about an absence. A snapshot will be printed for the Class Notes envelop or folder.
- Verbal notifications of absence, if this information is relayed to the teacher, it must be in writing. If no note is produced, teachers are to complete a Verbal Notification of Absence Note refer Class roll folder for copies of blank copies of this note.
- Where a student's consistent lateness causes concern teachers should alert the relevant Roll Supervisor.
- If no satisfactory explanation is received within five days, teachers should contact the parent; if no satisfactory explanation is forthcoming, the teacher should alert the relevant Roll Supervisor.

- If no explanation for absence has been received, the child has not returned to school, and there has been no request for a transfer the teacher should notify the relevant Roll Supervisor immediately.

### **Students Left:**

- When a student leaves the school, they are marked as “Left” in ERN and the class as “Finished” in ebs4 by the Office Staff. Within 24 hours this will migrate to Sentral.

### **Strategies for Good Attendance:**

- Teachers will provide a caring & stimulating learning environment in which students can achieve success and recognition for success every day.
- Class teachers will provide awards for 95% attendance each term.
- The school will provide end of year certificates for students with two days or fewer absences and 100% attendance.
- Procedures for notification of absence and the importance of prompt arrival will be regularly inserted into the newsletter and regularly reported on at parent meetings, P&C meetings etc.
- A pamphlet from the NSW Department of Education regarding Student Attendance is distributed at the start of each year to all families, and this is also included in the Kindergarten Orientation packages.

### **References:**

*School Attendance Policy (PD20050259)*

*Student Attendance in Government Schools: Procedures*