



**Lucas Heights
Community School
*High School***

***Attendance Guidelines
2020***

Responsibilities for Attendance implementation

Our school follows the Department of Education's Student Attendance In Government Schools Procedures (2015)

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

Parents:

- understand the legal requirements and educational necessity for regular school attendance
- to provide written or SMS explanations for student absences within 7 days
- to get their child to school on time, every day that the school is open
- notify the school of extended leave situations in advance
- if leave is 10 or more days, parents must complete an application for extended leave form and submit this to the office
- to provide a doctors certificate if students are absent for 3 or more days.

Teachers:

- to accurately record and carefully monitor student attendance
- to ensure learning hub roll is marked promptly each morning on SENTRAL by 9.10am
- to ensure class rolls are marked each period on PXP (before the end of the period)
- to follow up truancies (if a student has been present all day but absent from your class, check Sentral at the end of the day, as YA and counsellor notifications will be recorded. Have a meeting with student to discuss as soon as possible the next day, if truancy occurred follow discipline procedures and record on Sentral))
- to contact parents if absences are affecting learning outcomes in your class
- to alert the relevant YA of repeated absences from class or learning hub
- to ensure they refer at risk students through SENTRAL notification/paperwork to wellbeing/LST meetings
- to accept late arrival slips by checking the time and date and questioning any discrepancies with the student; recording further lateness on Sentral if it has occurred. EG they arrive at school at 9.50 but do not make it to your class until 10.05, a further late arrival needs to be added to Sentral for these 15 minutes.

YAs

- to support teachers in the accurate recording of student attendance
- to follow-up instances of unsatisfactory attendance by conducting student meetings/parent phone calls after 3 whole day absences in a term

- to follow up instances of partial attendance/ truancy after 3 partials in a term
- to fill in LAMP documents for attendance concerns and save these into the google drive LHCS Wellbeing in the folder LAMP (Lateness and Attendance Monitoring Program) documents 2020 under the correct year group
- to discuss unsatisfactory attendance with HT Wellbeing/ Learning Support Team (LST) meetings

HT Wellbeing:

- to oversee and support teachers in the accurate recording of student attendance
- to inform staff of any attendance DoE and school updates
- to ensure attendance is permanently on weekly team, LST and executive meeting agenda's
- to liaise regularly with the Deputy, YAs, teachers and the HSLO (Home School Liaison Officer)
- to monitor rolls at 2 weekly intervals and bring any concerns to the attention of the Learning Support Team, the Principal and the HSLO
- to notify HSLO immediately of any students with extreme unexplained absences (whole or partial)
- to maintain all records so that they are easily accessible for the HSLO and the school
- to distribute the parent pamphlet from the NSW Department of Education regarding Student Attendance at Yr 7 Orientation days
- to liaise with office staff with attendance updates for Facebook and Enews throughout the year

The HSLO:

- to provide the school with support in its endeavors to improve school attendance
- to monitor attendance of notified students with the assistance of the relevant staff who, with the assistance of the classroom teacher, will make daily checks on these students' attendance
- to conduct roll checks at least once a term or when requested by the school
- to present to parents at transition parent information sessions

Administration Staff:

- to ensure absence notifications received are promptly recorded on Sentral, weekly report placed in HT Wellbeing pigeon hole
- attendance codes can not be altered after 7 days from the date of absence, daily SMS will be sent to parents seeking explanation for absences. Weekly absence letters will be sent home for absences that still remain unexplained, seeking explanation.
- to file absentee notes from parents in the file on the attendance desk in the office, medical certificates are placed directly in the student's file
- to enter late arrivals and early departures on the system, notifying HT Wellbeing of any regular occurrences
- to send late arrival slip with the student to the class teacher
- to issue toilet passes during class time to students and record on Sentral

- to provide parents/carers with early departure slip when removing students from school early after approval to leave early is given by the Principal or Principals delegate (Deputy Principal)
- to manually backup SENTRAL rolls to EBS4 once a week (every Monday);
- to insert procedures for notification of absence and the importance of prompt arrival regularly via communication platforms.
- to contact parents if a child can not remain in sick bay and needs to go home

Students:

- to take pride in regular attendance
- to be on time every day
- when late present to the School office with an explanation note where they will be given a Late Arrival slip
- must not leave early unless collected by a parent/caregiver or their approved nominated persons. If a child brings a note requesting to leave early, it must be signed by a deputy
- if a student is sick they must go through their classroom teacher to obtain a sick bay pass, then present to the front office

Roll Marking Procedures

- Roll marking is to be recorded daily and accurately by teachers in SENTRAL by 9.10am;
- Casual teachers are to mark rolls on Sentral using the casual teacher log in
- School Development Days and Public Holidays are deactivated in ebS4 so as not to appear in the class roll as active

References:

School Attendance Policy (PD20050259)

Student Attendance in Government Schools: Procedures

