

**Lucas Heights
Community School
Primary**



***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 longer than ten or more days, parents must complete an application for extended leave (form) and submit to the office
- to provide a doctor's certificate if students are absent for three or more days

Teachers:

- to accurately record and carefully monitor student attendance
- to ensure class roll is marked promptly each morning on SENTRAL by 9.30am
- to follow up unexplained absences with parents after three days
- to contact parents if absences are affecting learning outcomes in your class
- to monitor relevant students through LAMP documents for attendance concerns
- to ensure they discuss at risk students with their stage supervisor at team meetings
- to accept late arrival slips by checking the time and date and questioning any discrepancies with the student; then filing the late note and following up

Stage Supervisors:

- to support teachers in the accurate recording of student attendance
- to discuss instances of unsatisfactory attendance at Learning Support Team (LST) meetings/ Wellbeing meetings

Assistant Principal – Wellbeing:

- to ensure attendance is permanently on weekly team, LST meetings
- to liaise regularly with the Deputy Principal, Stage Supervisors and teachers
- to monitor rolls at two weekly intervals and bring any concerns to the attention of the Learning Support Team and the Deputy Principal (office to provide information)
- to liaise with office staff with attendance updates for Facebook / Enews throughout the year

Deputy Principal:

- to follow up instances of unsatisfactory attendance by conducting student meetings, parent phone calls after three unexplained absences per term
- to inform staff of any attendance DoE and school updates
- to notify HSLO (Home School Liaison Officer) 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 Kindergarten Orientation days

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 Deputy Principal, 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 Kindergarten transition parent information sessions

Administration Staff:

- to ensure absence notifications received are promptly recorded on Sentral, weekly report placed in DP/ AP pigeonhole
- to file absentee notes in the office
- to enter late arrivals and early departures on the system and notify the Deputy Principal of any regular occurrences
- to send late arrival slip with the student to the class teacher
- 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 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 cannot remain in sick bay and needs to go home
- to provide fortnightly print out of absences to HT /AP/ DP

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 in a note requesting to leave early, it must be signed by the Principal or their delegate.
- **If a student is sick they must go through their classroom teacher to obtain a sick bay pass, then present to the office.**

Roll Marking Procedures

- Roll marking is to be recorded daily and accurately by teachers in SENTRAL by 9.30am;
- During an in school activity where teachers are not in their usual classroom, the roll will need to be marked by using a paper roll or electronically. If a paper roll is taken, the office will need to ensure the information is transferred onto the system by 9:30am;
- Casual teachers are to mark a paper roll which will be located in the Casual Folder, initial at the bottom, then send this roll to the school office for staff to enter into SENTRAL by 9:30am;
- If casual teacher is to be on the class for an extended period of time (blocks) they will be given access to the system and will record absences in the same manner as class teachers;
- 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

