

Student Attendance Procedures



Revised Jan 2023

1. School Attendance NSW DoE

Kempsey East Public School is a community committed to excellence and care. Expectations around school attendance are summarised by the DET as follows:

The government school system in New South Wales exists to provide high quality education for all students. The Education Reform Act 1990 outlines the objects of education and the legal requirements for compulsory schooling.

In brief, the legislation requires students between the ages of six and fifteen to be enrolled at a government or registered non-government school, and to attend school on each day that instruction is provided or to be registered for home-schooling. It is the duty of the parent or carer of the student to ensure that these obligations are fulfilled.

Enrolment of Students in NSW Government School: A Summary and Consolidation of Policy (PD/2002/0006/V01)

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 Schools – Procedures (PD20050259)

2. Procedures and Responsibilities for Attendance: Classroom Teachers

At Kempsey East, the following procedures and responsibilities are followed by classroom teachers to maintain accurate records of student attendance:

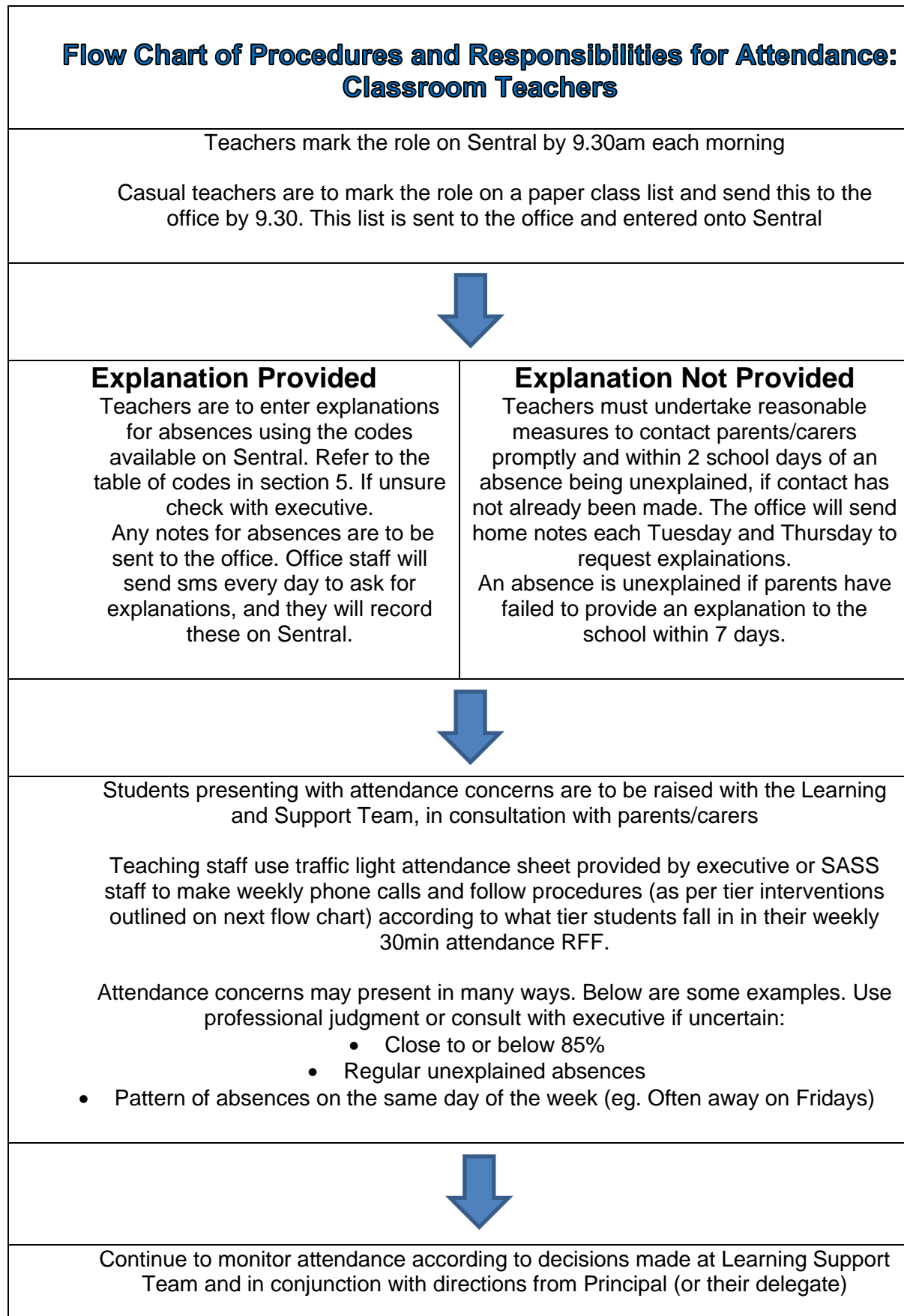
- Teachers mark the role on Sentral by 9.30am each morning
- Casual teachers are to mark the role on a paper class list and send this to the office by 9.30. This list is sent to the office and entered onto Sentral
- Teachers are to enter explanations for absences using the codes available on Sentral. Any notes for absences are to be sent to the office. If uncertain of the code to enter send to office marked 'not entered'.
- Teachers must undertake reasonable measures to contact parents/carers promptly and within 2 school days of an absence being unexplained, if contact has not already been made. An absence is unexplained if parents have failed to provide an explanation to the school within 7 days.
- Students presenting with attendance concerns (close to or below 85%) are to be raised with the Learning and Support Team, in consultation with parents/carers

3. Procedures and Responsibilities for Attendance: Executive and/or Principal

At Kempsey East, the following procedures and responsibilities are undertaken by the principal or their delegate to maintain accurate records of student attendance:

- All attendance records including details of transfers and exemptions are accessible to the Director Public Schools NSW, attendance officers and other personnel nominated by the Secretary of the Department of Education and Communities, Director Public Schools NSW, or Audit Directorate.
- The school evaluates and addresses school attendance through initiatives in the school plan.
- Through staff induction and professional development, school staff are trained to implement school attendance policies and procedures. Staff with delegated responsibility for maintaining attendance records are supervised.
- All cases of unsatisfactory attendance, including part day absences are investigated promptly and school based factors impacting on attendance are addressed.
- Attendance reports from roll checks are generated at least fortnightly and tabled at Learning Support Team for follow up by appropriate staff members.
- The school's Learning and Support Team in partnership with parents identify and implement strategies that address the learning and support needs of a student with attendance patterns of concern.
- Parents, students and the school community are regularly informed of the importance of school and attendance requirements through the school newsletter and online platforms.
- Consideration is given to any child protection concerns underlying school attendance in conjunction with the mandatory Reporter Guide (MRG), specialist advice and professional judgement.
- Make Reference to the Student Attendance in Government School – Procedures Document (PD20050259)

4. Flow Chart of Procedures and Responsibilities for Attendance:



Flow Chart of Procedures and Responsibilities for Attendance: Principal or Delegate

Office staff check all rolls are marked each morning and send sms's to students that are away by 10:00am each day

Office staff to ensure any paper rolls marked by casual staff are entered on Sentral before sms's are sent out



Executive or office staff to complete traffic lights for whole school attendance placing students in Affirmation 95-100%, Proactive 90-94%, Tier 1 80-89%, Tier 2 50-79%, Tier 3 0-49%



School regularly promotes the importance of regular attendance and the effect that this has on student performance

Exec and Teaching staff to monitor

Students that fall in;
Affirmation 95-100%
Proactive 90-94%

Develop positive teacher student relationships
Implement a range of formal and in formal methods to celebrate attendance

Attendance concerns may present in many ways. Below are some examples. Use professional judgment or consult with executive if uncertain:

- Close to or below 85%
- Regular unexplained absences
- Pattern of absences on the same day of the week (eg. Often away on Fridays)

Suggested script for attendance calls;
Hi I am just phoning because we have missed seeing _____ at school lately.
Is there anything I can do to support them?

Exec and Teaching staff to monitor

Students that fall in;

Tier 1 80-89%

Teachers encourage regular attendance and improved attendance by regular phone calls and discussions with students and families. These phone calls also include celebratory phone calls for improved attendance and identify any barriers to attendance.

Tier 2 50-79%

Teachers need to raise these students with their supervisor and then LST team. They still need to ensure that themselves or exec are making regular contact and celebrating attendance increases. LST team will decide the next course of action and this may include; meeting with family, school attendance plan, HSLO warning letter, HSLO referral, consider a mandatory report regarding educational neglect

Tier 3 0-49%

All students should be part of LST case load and discussed regularly at LST meetings. consider a mandatory report regarding educational neglect regularly and HSLO referral has been actioned and school staff are working with the Learning and Wellbeing team in the Port Macquarie office

Attendance Rewards

- Each week the class with the **highest percentage of attendance and the least unexplained** receives a an afternoon with Molly in their room or extra play.

5. Codes for Absences

Only the following attendance register codes **must** be used to record the:

- explanation of student absence, and/or
- variation in student attendance.

Attendance Register Codes Symbols to be used for explanation of student absence	
Symbol	Meaning
A (Unexplained or Unjustified)	The student's absence is unexplained or unjustified . This symbol must be used if no explanation has been provided by parents within seven days of the occurrence of an absence or the explanation is not accepted by the principal. It is at the principal's discretion to accept or not accept the explanation provided.
S (Sick)	The student's absence is due to sickness or as the result of a medical or paramedical appointment . In these cases: <ul style="list-style-type: none"> • a medical certificate is provided or • the absence was due to sickness and the principal accepts this explanation. Principals may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory attendance.
L (Leave)	An explanation of the absence is provided which has been accepted by the principal . This may be due to: <ul style="list-style-type: none"> • misadventure or unforeseen event • participation in special events not related to the school • domestic necessity such as serious illness of an immediate family member • attendance at funerals • travel in Australia and overseas • recognised religious festivals or ceremonial occasions.
E (Suspended)	The student was suspended from school.

Attendance Register Codes Symbols to be used to record a variation in attendance (not counted as an absence for statistical purposes)	
Symbol	Meaning
M (Exempt) Only approved by Principal	The student was exempted from attending school and a Certificate of Exemption has been issued by a delegated officer.
F (Flexible)	The student is participating in a flexible timetable and not present because they are not required to be at school. This could include participation in: <ul style="list-style-type: none"> • HSC Pathways Program • Best Start Assessments • Trial or HSC examinations • VET courses
B (School Business)	The student is absent from the school on official school business . This symbol is recorded where the principal approves the student leaving the school site to undertake, for example: <ul style="list-style-type: none"> • work experience • school sport (regional and state carnivals) • school excursions • student exchange
H1 (Shared Enrolment)	The student is enrolled in a school and is required or approved to be attending an alternative educational setting on a sessional or full time basis. The symbol is recorded where a student accesses education settings separate to their mainstream school such as: <ul style="list-style-type: none"> • tutorial centre and programs • behaviour schools • juvenile justice • hospital schools • distance education