

CRESTWOOD PUBLIC SCHOOL



Attendance

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LATEST REVIEW DATE: April 2018

Next to be Reviewed: April 2021

School Policy and Procedures

Objectives – Policy Statement

1.1

Section 22 of the [Education Act \(1990\)](#) states that it is the duty of the parent of a child of [compulsory school-age](#) to cause the child:

- (a) to be enrolled at, and to attend, a government school or a registered non-government school, or
- (b) to be registered for home schooling with the Board of Studies, Teaching and Educational Standards (BOSTES) and to receive instruction in accordance with the conditions to which the registration is subject.

1.2

All students who are enrolled at school, regardless of their age, are expected to attend that school whenever instruction is provided.

1.3

Section 24 of the Act requires principals to maintain an attendance register (roll) in a form approved by the Minister. Attendance registers must be available for inspection during school hours by a Board Inspector or by any authorised person.

Audience

2.1

This policy applies to all NSW Government Schools.

Context

3.1

Regular attendance at school is essential to assist students to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students.

3.2

Encouraging regular attendance is a core school responsibility.

3.3

This policy should be read in the context of [The Enrolment of Students in Government Schools: A summary and consolidation of policy \(1997\)](#) and the [Memorandum Enhanced Enrolment Procedures](#)

Responsibilities

4.1 Parents

All parents at Crestwood PS are informed of the Attendance Policy on enrolment and throughout the year via the school newsletter.

It is the duty of the parent of a child of compulsory school-age to ensure their children are enrolled at, and attend Crestwood PS.

Parents have the responsibility to:

- enrol their child when of compulsory school age

- provide the Home Schooling Certificate issued by BOSTES if the parent enrolls through BOSTES for home schooling and wishes to remove their child from Crestwood PS.
- ensure that their children who are enrolled at school attend every day the school is open for instruction
- provide an explanation for absences of their children from school promptly and within seven (7) days to the school, through such means as telephone call, written note or email. An explanation for absence must be provided to the school within seven (7) days of the first day of any period of absence.
- work in partnership with the school to plan and implement strategies to support regular attendance at school. This includes communicating with the school if they are aware of issues impacting on their child's attendance or engagement with the school
- sign in through the main office if their child is late arriving at school
- sign out of school through the main office if the child will be leaving early
- inform the school in writing, via the classroom teacher, principal, or front office if their child/ren will be leaving the school and the destination of their next educational placement (e.g. the school they will attend and dates of commencement)

4.2 School Principal

It is the responsibility of the school principal to:

- provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.
- ensure the school has effective measures in place to monitor and follow up student absences
- ensure that attendance records are maintained in an approved format and are an accurate record of the attendance of students
- ensure that school staff are provided with information on attendance requirements and their obligation to monitor and promote regular attendance at school.
- nominate an office staff member/s to serve as the School Enrolment Registrar and therefore maintain all registrations and details of students who have left the school.

If any matter relating to school attendance arises where safety, welfare or wellbeing concerns arise for a student, the principal will refer to the Protecting and Supporting Children and Young People Policy and complete all required reports to the Community Services Child Protection Helpline or contact made with the Child Wellbeing Unit (as required by the Mandatory Reporter Guide).

The Principal has the authority to:

- grant sick leave to students whose absences are satisfactorily explained as being due to illness
- accept other explanations for absence and record the absence as "L"
- decline to accept an explanation for absence and record the absence as unjustified
- grant an exemption from school attendance for periods totalling up to 100 days in a 12 month period for any one student provided certain conditions are met (See the Exemption from School - Procedures).
- grant part-day exemptions from school for periods totalling up to 100 days in a twelve month period (See the Exemption from School - Procedures).

4.3 Deputy Principal

It is the responsibility of the school Deputy Principal/s to:

- ensure that for students with attendance concerns, the learning and support needs of those students are addressed in consultation with parents and the classroom teacher
- ensure that when frequent absences are explained as being due to illness that:
 - consultation occurs with parents and the teacher regarding the health care needs of the student
 - medical certificates are sought for the absences
 - where there are ongoing concerns, approval is sought from parents to contact the student's doctor so the school has all relevant information regarding the student's health care needs
 - strategies are developed to ensure regular attendance at school.

4.4 Classroom Teachers

It is the responsibility of the classroom teacher to:

- adhere to the correct method for completing a roll in line with the current Minister's Codes for marking attendance.
- mark and submit the class roll electronically on 'ebs: ontrack+' each morning by 9.15am. Late students must obtain a late slip from the front office before entering the classroom. All students who are late to school or who leave early need to be signed in and out from the school office. Teachers will keep all late slips and absence notes in an envelope or folder.
- collect absence notes from parent/ child as soon as the child returns to school and filed in an envelope or folder. These will be stored in the classroom until the end of the year and then are collected and archived onsite as per the Records Management guidelines for Student Administration: class roll procedures.
- follow up any concerns advised through roll check procedures conducted by the senior executive.
- enter details provided from office staff regarding verbal and emailed absences obtained via their pigeon holes if parents ring, email or personally inform the office of their child's absence.

- follow up absences of more than two (2) days and forward this concern to their supervisor if the teacher does not obtain a satisfactory response this is escalated to the grade supervisor. At this point an official school letter asking for an explanation of the absence is sent home to the parents
- should the grade supervisor not obtain a suitable explanation this is escalated to the Deputy Principal and if required to the Home School Liaison Officers. The Deputy Principal, Learning Support Team Coordinator and on occasions the School Counsellor will work with parents to ensure regular attendance and put strategies in place to support the child and the family.
- teachers will provide details to the principal and/or the Enrolment Registrar of any student who will be leaving the school including their destination.

4.5 Exemption from School Attendance

- Exemption from School attendance procedures from DoE are followed by the staff at Crestwood Public School
- Parents are informed of the right to an exemption from school and how they can apply for this, annually, through the school newsletter and as part of their information package.
- Parents contact the front office to obtain the exemption form.
- Parents submit the exemption claim to the front office of the school before the student will be absent from school if exemption is being sought.
- The principal reads all exemptions and makes a decision based on the reasons provided.
- The decision is forwarded back to the office. A copy of the decision is provided to the teacher/s and the parent with instructions as to what code will be used to mark the child's impending absence. The file and register of all exemptions are held in the principal's office. The original is given to the family, a copy is given to the class teacher and a copy is placed in the student's record card.

Evidence of Compliance

5.1 Crestwood Compliance Evidence

Documentation or evidence to be maintained by Crestwood Public School includes:

- Register of enrolments that includes: name, age and address, the name and contact telephone number of parent(s)/guardian(s), date of enrolment, and where appropriate, the date of leaving the school and the student's destination
- For students older than six (6) years, previous school or pre-enrolment situation, where the destination of a student below seventeen (17) years of age is unknown, evidence that a DoE officer with home school liaison responsibilities has been notified, any other information as required by the DoE
- A register of daily attendance that uses the attendance codes approved by the Minister and includes: daily attendance and absences, reasons for absence, documentation to substantiate reason for absence
- Policies and procedures for: monitoring the daily attendance/absence of students, following up unexplained absences, notifying parent(s) and or guardian(s) of poor school and/or class attendance, transferring unsatisfactory attendance information to student files
- Policies and procedures for exercising the Minister's delegation under Section 25 of the Education Act for exemption from attending school
- Records of exercising Minister's delegation under Section 25 of the Education Act, including copies of certificates issued under this delegation.

Attendance Procedures

6.1 Procedures for Crestwood PS

Monitoring the daily attendance of students

- All staff are trained in the correct method for completing a roll and are provided with the current Minister's Codes for marking attendance.
- Teachers mark an attendance register each day. This is done with the classroom teacher using the approved DoE 2015 School Attendance Register Codes
- All rolls are to be entered on 'ebs: ontrack+' first thing in the morning (by 9.15am)
- Students who arrive at school after the 8.55 am bell must report to the office to complete the Late Arrival registrar. Students will then be given a Late Arrival pass to be handed to the classroom teacher. The same procedure applied for students wishing to leave early.
- Partial absences on the roll will be marked through the register at the front office.
- Any students who had arrived late and presents to the class without a pass must return to the office to complete the appropriate procedure.
- Regular checks through Absentee reports and attendance rate reports are made by the Deputy Principal and Home school Liaison Officer (HSLO) to ensure all students maintain an acceptable attendance pattern.
- The Deputy Principal completes a weekly roll check to ensure rolls are submitted by class teachers.

- Class teachers concerned with attendance patterns or lateness should consult their supervisor or principal so that appropriate actions e.g. referral to the Learning Support Team (LST), counsellor can be made.
- Rolls are to be kept in an easily accessible location for WH& S emergencies or for casual relief staff.
- Attendance registers are preserved as a complete record at the end of a year

Importance of attendance

7.1 School Measures – Parent awareness

Crestwood Public School implements a wide range of strategies to support the regular attendance of students, including extensive contact with parents to resolve issues of non-attendance. These strategies include:-

- Teacher recognition of good attendance, letters, phone calls, interview and family support.
- Inclusion of the importance of attendance at the parent information evening term 1
- During orientation the executive to talk to parents about good attendance
- Reminders about attendance in the school newsletter
- Letter and attendance reports for parents of children for unexplained absences. **See Appendix 1**

7.2 Unacceptable attendance

In the case of a student who has been identified with unacceptable attendance (an attendance pattern of less than 85%) it is necessary to document the measures taken to monitor and improve attendance. **See Appendix 2**

If a range of school based interventions has been unsuccessful, support may be requested by referring individual cases of unsatisfactory attendance patterns to the HSLO.

Legal action is the last resort. The act requires that the parents attend a conciliation conference to resolve non-attendance matters. If the non-attendance matters are not resolved prosecution may occur.

Policy Evaluation

All staff to implement the attendance procedures and appropriate practices in ensuring all students attend school consistently.

Absences are explained and recorded.

This policy is available to all members of the school community.

Support Documents

[Exemption from school policy](#)

[School Attendance Codes](#)

[Exemption FAQs](#)

[Absentee proformas to parents](#)

CRESTWOOD PUBLIC SCHOOL

Telephone: 9624 3950
Fax: 9838 8423
Email: crestwood-p.school@det.nsw.edu.au



38 Peel Road
Baulkham Hills 2153

COMPULSORY SCHOOL ATTENDANCE – NOTICE 1

Date:

Dear Parent/Guardian,

Regular attendance at school is essential for students to reach their potential. The school is required to record explanations for any absences as a way of ensuring that students are absent from school only when they are sick or have another acceptable reason for missing school.

_____ was absent from school on _____ and no explanation has been received. Please assist us by completing the details below and returning it to the school as soon as possible.

Alternatively, you may wish to contact the school by telephone to discuss your child's attendance.

Yours sincerely

Denise Hazell
Principal

Please provide an explanation for the absence/s by returning this section to the school

Name of student: _____ Class: _____

Date of absence: _____

REASON FOR ABSENCE

.....
.....
.....

Name (Please Print): _____ Signed: _____ Date: _____

**** Retain photocopy with attendance records ****

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COMPULSORY SCHOOL ATTENDANCE – NOTICE 2

Date:

Dear Parent/Guardian,

_____ was absent from school on _____
and no satisfactory explanation has been received.

The *education Act 1990* requires you to ensure your child attends school each day that instruction is provided unless they are prevented from doing so by sickness or other acceptable reason and for you to provide an explanation for any absence.

The Act requires you to explain your child's absences within seven (7) days of their occurrence. Failure to do so will result in an unjustified absence being recorded.

Please provide an explanation in the space below and return this form to the school as soon as possible. If you have any concerns that our records are incorrect please contact the school immediately.

Alternatively, you may wish to contact the school by telephone to discuss your child's attendance.

Yours sincerely

Denise Hazell - Principal

Please provide an explanation for the absence/s by returning this section to the school

Name of student: _____ Class: _____

Date of absence: _____

REASON FOR ABSENCE

.....
.....
.....

Name (Please Print): _____ Signed: _____ Date: _____

**** Retain photocopy with attendance records ****

Appendix 2: Attendance Checklist

Attendance Checklist for Schools

Please attach this to your application for Home School Liaison Program assistance

Student: _____ School: Crestwood Public School

Principals and Learning Support Teams should ensure that a full range of strategies to restore school attendance has been implemented prior to applying for support from the Home School Liaison Program (Home School Liaison Program Guidelines 2.4 Student Welfare Directorate 2008).

Intervention	Yes/No	Date	Comment
1. Absentee Notice/Compulsory School Attendance Note sent to parent/caregivers after 2 days unexplained absence. *			
2. Student Interview with teacher/year adviser/SW co-ordinator to identify cause of poor attendance. *			
3. Contact parents/caregivers by phone or letter to involve them in resolving the attendance issue. *			
4. School personnel organise attendance meeting with parent/caregiver. *			
5. Individualised attendance monitoring e.g. Student placed on an attendance care, Reports to a designated teacher, provided With a mentor, SC, STLA, ESL support. *			
6. Student discussed at LST/School welfare Meetings to discuss attendance strategies and support required. *			
7. Request for medical certificates – these should be carefully monitored.			
8. Involvement of outside agencies (as Appropriate) e.g. DOCS, Community Health, Housing, Juvenile Justice, local Community organisations.			
9. Incentive program initiated i.e. reward for Improved attendance.			
10. Curriculum/timetabling issues examined and amended if appropriate.			
11. Involvement of regional support staff (if appropriate) e.g. APLA, DSTLA, STB, CLO, ACLO			

* Indicates minimum school based intervention prior to submitting application

Please note that the application for support can only be signed by the principal or the relieving principal (as per new attendance procedures).