

Wye Public School

Attendance Practices and Procedures

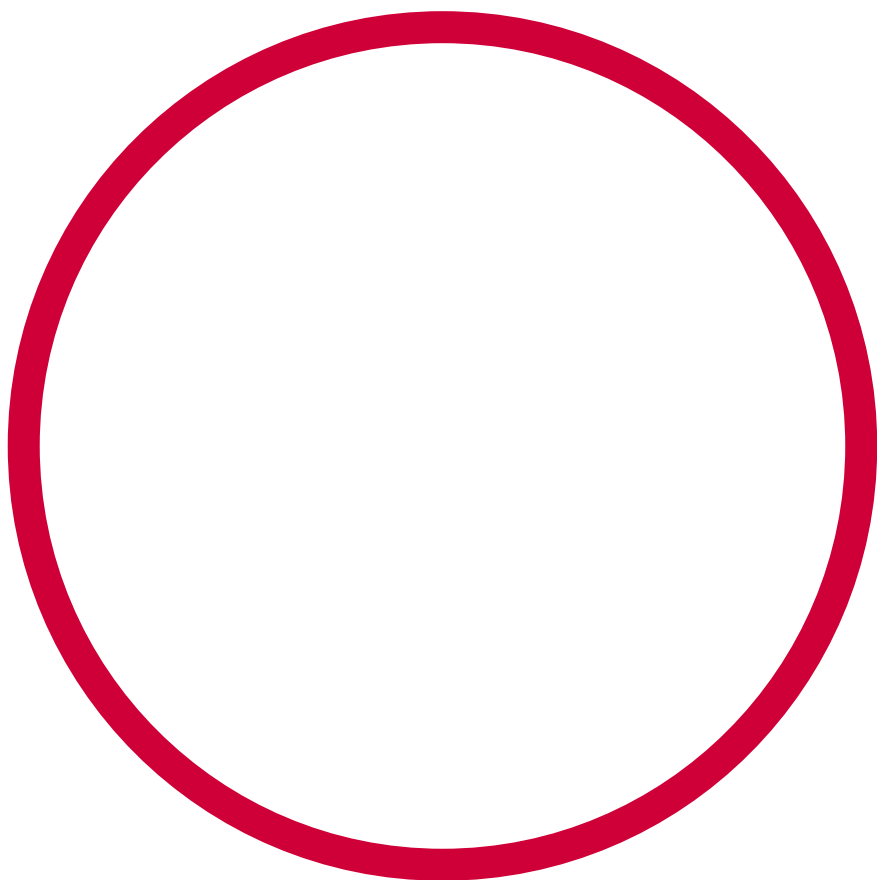
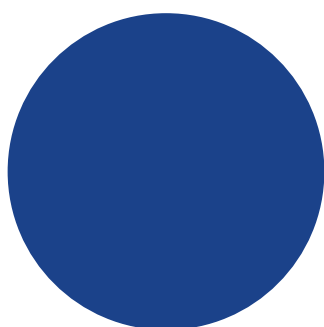


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Synopsis

This document outlines the key purpose, structure and function of Wyee Public School in supporting student attendance.

Document History

| Version | Author | Date |
|-----------|--------------|----------|
| Version 2 | Georgia Wade | 31.01.23 |
| Version 1 | Georgia Wade | 05.05.22 |

Consultation

The following stakeholders contributed to the development of this document:

| Contact name | Position | Date |
|----------------|-----------|----------|
| Penny Ellis | Principal | 05.05.22 |
| Katherine King | HSLO | 05.05.22 |
| | | |
| | | |

Audience

- Students
- Staff
- Parents and carers
- School community

Links

- **Attendance Policy:** <https://education.nsw.gov.au/policy-library/policies/pd-2005-0259>
- **Attendance matters:** <https://education.nsw.gov.au/student-wellbeing/attendance-matters-resources-for-schools>

Review date

To ensure currency of information and continuous improvement of school practice, this document is due for review on or before Term 1 2024.

Endorsement

This document supersedes any previous documents and is effective from 31.01.2023

Endorsed by: Penny Ellis

Principal, Wyee Public School

1. Purpose Statement

Wyee Public School, in partnership with parents and carers, shares responsibility for promoting regular attendance of students by implementing a whole school approach to improving attendance.

2. Audience Applicability

This document applies to all students, staff, parents and carers of Wyee Public School.

3. Context

Wyee Public School in partnership with parents are responsible for promoting the regular attendance of students. While parents are legally responsible for the attendance of their children, school staff, as part of their duty of care, record and monitor part and whole day absences. Wyee Public School will provide a caring teaching and learning environment, which addresses the learning needs of students including those with additional learning and support needs or complex health conditions, fostering students' sense of wellbeing and belonging to the school community.

4. Responsibilities and Delegations

Parents

Parents must ensure:

- their children of compulsory school age are enrolled in a government or registered non-government school or, they are registered with New South Wales Education Standards Authority (NESAs) for Homeschooling.
- their children who are enrolled at school attend every day the school is open for their instruction.
- they provide an explanation for absences by means such as a telephone call, written note, text message or email to the school within 7 days from the first day of any period of absence.
- they work in partnership with the school to plan and implement strategies to support regular attendance at school, including communicating with the school if they are aware of issues impacting on their child's attendance or engagement with school.
- they escort children to the front office if they arrive late to school and provide an explanation.

Students

Students must ensure:

- they are expected to attend Wyee Public School during normal school hours every day of term, except for justified reasons if they arise.

School Staff

School staff must ensure:

- they provide a caring teaching and learning environment which fosters students' sense of wellbeing and belonging to the school community.
- they promote regular attendance at school through teaching and learning activities that acknowledge the learning and support needs of all students.
- they maintain accurate records of student attendance.
- they alert the principal, or staff member responsible for monitoring attendance, when a student's pattern of attendance is of concern, or if no explanation is received from the parent or carer within required timeframes.
- they alert the principal if they have concerns about the safety, welfare or wellbeing of a child.

Principal

The principal:

- must provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.
- must ensure the school has effective measures in place to monitor and follow up student absences.
- or their delegate will undertake all reasonable measures to contact parents 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.
- is responsible for ensuring that attendance records are maintained in an approved format and are an accurate record of the attendance of students.
- must ensure that for students with attendance concerns, the learning and support needs of those students are addressed in consultation with parents.
- is responsible for ensuring that when frequent absences are explained as being due to illness that:
 - consultation occurs with parents 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.
- must ensure that school staff are provided with information on attendance requirements and their obligation to monitor and promote regular attendance at school.
- must ensure that any matter relating to school attendance where safety,

welfare or wellbeing concerns arise for a student:

- consideration is given to the requirements of the [Protecting and Supporting Children and Young People Policy](#)
- all required reports are made to the Community Services Child Protection Helpline or contact made with the Child Wellbeing unit (as required by the [Mandatory Reporter Guide](#)[External link](#)).

5. Procedures

Daily Procedures

Class Teacher:

- mark the roll daily on Sentral by 9:30 am using Attendance Register Codes (appendix 1)
- collect notes from students who have been absent on previous days.
- initial the note, record the date and record the reason for absence on Sentral.
- collect notes, including office staff processed notifications, and save for archiving at the end of the year.
- monitor students who are absent, and if the school hasn't been notified of reasons for this absence, after 2 days the class teacher will make contact with the parents or carers (phone, email, text message or Apps) to seek the reason for absence. All attempts to make contact are to be recorded in Sentral in the student comment section.
- provide an 'absence explanation' note to any student who returns to school without an explanation of absence.

Office Staff:

- process students who are late arrivals and parents of early leavers and provide them with a late / early leaver slip. This is recorded in Sentral by the office staff including time and reason, in accordance with the Attendance Register Codes.
- SMS notification sent at 10:30 am for whole and partial absences. This is followed up with email if the message is undeliverable.
- record absences in Sentral if provided with a note, annotate on the note that the absence has been recorded, to inform the class teacher, then place the note in the class teacher's pigeon hole.
- record a written account of any verbal reason given by the parent on Sentral.

Weekly Procedures

Office Staff:

- generates an automatic letter to parents/carers who have not provided notes explaining reason for absence after 7 days (5 school days) and provides to class teachers to send home to the parents (appendix 2)

Class Teacher:

-
- send letters to parents/carers who have not provided notes explaining the reason for absence after 7 days (5 school days). These letters are provided by the office to the class teacher to send home.

Attendance Officer:

- schedule weekly roll marking attendance reports. Students with attendance at or below 90% over a period of 2 weeks are identified by the Attendance Officer (AO), investigated and referred to the Learning Support Team if required. An attendance report is included in the agenda at weekly staff communication meetings to discuss student circumstances.
- sends a letter to the parents of students of concern alerting them to the number of absences even if a reason has been provided (appendix 3, appendix 4, appendix 5)

All Year

All staff:

- follow the Attendance Monitoring Procedures (appendix 6)

6. Strategies to promote regular attendance

- Teachers will provide a caring and stimulating learning environment in which students are able to achieve success and recognition for success every day.
- The importance of student attendance is discussed at Kindergarten Orientation.
- Attendance is highlighted fortnightly in the school newsletter.
- PBL lessons on attendance are taught to students.
- Rewards, students with high attendance rates are acknowledged and celebrated each term with an attendance award.

7. Procedures for supporting unacceptable attendance

Wyee PS 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 letters, phone calls, interviews and family support, including department support by the Home School Liaison Officer (HSLO). Every attempt is made to help resolve attendance issues.

In the case of a student who has been identified with unacceptable attendance (an attendance pattern of less than 90%), it is necessary to document the measures taken to monitor and improve attendance. The school is required to provide documentary evidence

of its interventions before making a HSLO referral.

Home School Liaison Officer Support and Intervention

Home School Liaison Officers:

- support attendance of compulsory school age students, between 6 and 17 years.
- monitor attendance registers, suggesting areas for development with school based procedures and identifying emerging issues or concerns.
- support schools with the development and implementation of school-based strategies and school plans to improve attendance.
- collaborate with staff in the resolution of attendance issues.
- provide advice to staff on matters related to attendance; this may include information about attendance professional learning available to department staff.
- liaise with community, government and non-government agencies.

Where the school has taken all reasonable action to support the regular attendance of a student of compulsory school age, but the student continues to have low attendance, the matter will be referred to the Home School Liaison Officer.

After reviewing the case, the HSLO, in consultation with the school, may decide to place a student on their caseload. They will develop, in consultation with students, parents, and the school, an Attendance Improvement Plan for the student.

8. Resources

- [School Attendance Policy](#)
- [School Attendance in Government Schools Procedures 2015](#)
- [Attendance Matters – resources for schools](#)
- [Every Day Counts](#)

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Appendix 1

Attendance Register Code

Attendance Register Codes

Symbols to be used for explanation of student absence

| Symbol | Meaning |
|--------|---|
| A | 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 | 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 | 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 | The student was suspended from school. |
| M | The student was exempted from attending school and a Certificate of Exemption has been issued by a delegated officer. |

| | |
|---|--|
| F | <p>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:</p> <ul style="list-style-type: none"> - HSC Pathways Program - Best Start Assessments - Trial or HSC examinations - VET courses |
| B | <p>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:</p> <ul style="list-style-type: none"> - work experience - school sport (regional and state carnivals) - school excursions - student exchange |
| H | <p>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:</p> <ul style="list-style-type: none"> - tutorial centre and programs - behaviour schools - juvenile justice - hospital schools - distance education |

Appendix 2

Attendance Letters of Concern: Wyee Public School Weekly Letter

Appendix 3

Attendance Letters of Concern: Wye Public School first letter



WYEE PUBLIC SCHOOL

117 Wye Road, Wye 2259

Phone: 4357 1225

Fax: 4357 1828

Email: wye-p.school@det.nsw.edu.au

Website: www.wye-p.schools.nsw.edu.au

11/05/2021

Dear

We refer to the attendance of NAME at Wye Public School.

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

Parents of children from Kindergarten to Year 12 must ensure their children attend school every day. On occasion, your child may need to be absent from school. Justified reasons for student absences may include:

- being sick or having an infectious disease
- having an unavoidable medical appointment
- being required to attend a recognised religious holiday
- exceptional or urgent family circumstances e.g. attending a funeral.

Your child was absent from school on the date or dates shown above which has resulted an attendance rate of X%. His/Her attendance for the year can be seen in the image included, only the green represents the days of full attendance, red indicates absences that are not explained and orange represent explained absences. NAME was recently referred to the school Learning and Support Team regarding concerns of their attendance and missing key components of learning. The Education Act 1990 requires your child to attend school each day that instruction is provided unless prevented from doing.

Name's Attendance

| Term 1 | M | T | W | T | F |
|--------|---|---|---|---|---|
| W1 | | | | | |
| W2 | | | | | |
| W3 | | | | | |
| W4 | | | | | |
| W5 | | | | | |
| W6 | | | | | |
| W7 | | | | | |
| W8 | | | | | |
| W9 | | | | | |
| W10 | | | | | |
| W11 | | | | | |

It is important that we work together to improve NAME's attendance at school. We would like the opportunity to meet and discuss strategies to support NAME. Please contact Georgia Wade, Assistant Principal, on 4357 1225 to arrange a suitable time.

Thank you, and we look forward to hearing from you.

Georgia Wade
Assistant Principal

Penny Ellis
Principal

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Appendix 4

Letter of concern: Letter 1A



WYEE PUBLIC SCHOOL

117 Wye Road, Wye 2259

Phone: 4357 1225

Fax: 4357 1828

Email: wye-p.school@det.nsw.edu.au

Website: www.wye-p.schools.nsw.edu.au

11/05/2022|

Student Registration Number: xx

Name of Student: xx

Dear Parents first name

We refer to the attendance of NAME at Wye Public School.

At a recent school Learning and Support Team meeting your child's pattern of attendance was reviewed and despite the school implementing a number of strategies your child's lack of attendance remains a concern.

Regular attendance at school is essential for your child's educational achievement and to increase career and life options. School staff remain committed to working in partnership with you to address the issues which are preventing your child from fully participating at school.

As a result of your child's unsatisfactory attendance we are required to make an Application for Home School Liaison Support to the local Educational Services Team for their consideration of further action. The Home School Liaison Program manager may allocate an attendance officer to work with you and the school to develop an Attendance Improvement Plan.

We would like to remind you that the Education Act (1990) requires parents to ensure that children of compulsory school age attend school each day it is open for instruction. If you do not meaningfully engage in the Attendance Improvement Plan or there is no improvement in your child's attendance during this time, the Department of Education may consider further action such as an application to the Children's Court for Compulsory Schooling Orders.

It is important that we work together to improve your child's attendance at school.

Georgia Wade
Assistant Principal

Penny Ellis
Principal

Appendix 5

Letter of concern: Letter 1B



WYEE PUBLIC SCHOOL

117 Wye Road, Wye 2259

Phone: 4357 1225

Fax: 4357 1828

Email: wye-p.school@def.nsw.edu.au

Website: www.wye-p.schools.nsw.edu.au

11/05/2022

Student Registration Number: xx

Name of Student: xx

Dear Parent name

We made contact on insert date from Letter 1A about our attendance concerns for Student Name. We invited you to contact us to discuss your concerns and possible strategies to encourage Student Name to come to school. We continue to miss Student Name at school.

I have submitted an application for assistance from the Home School Liaison Program to help improve student name's attendance at school.

A Home School Liaison Officer or Aboriginal Student Liaison Officer, will be in contact should the local manager place the matter onto caseload. If student name is on the caseload, the Officer will work with you, student name, the school and any appropriate supports to develop an Attendance Improvement Plan with specific targets, strategies and timelines.

It is important that you work with us to help improve student name's attendance. The Education Act (1990) requires parents to ensure that children of compulsory school age attend school on each day that the school is open for instruction. If you do not work with us, you may find yourself in breach of the Education Act which could result in legal action.

Again, I encourage you to contact the school on 4357 1225 to make an appointment to work with us to improve Student Name's attendance and to discuss any concerns regarding school.

Yours sincerely,

Georgia Wade
Assistant Principal

Penny Ellis
Principal

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Appendix 6
Attendance Monitoring Procedures

