



Mount Pritchard Public School

Deeds Not Words

Attendance POLICY 2017 revised October 2019

LEGISLATIVE CONTENT

1.1. 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.

- 1.1. This document supports the [School Attendance Policy](#) (2015) and applies to all NSW Government schools, excluding pre-schools. It replaces Student Attendance in Government Schools – Procedures 2010.
- 1.2. These procedures should be read in the context:
[The Enrolment of Students in Government Schools: A Summary and Consolidation of Policy \(1997\)](#)

[Memorandum DN/06/00168 Enhanced Enrolment Procedures](#) (intranet only)

[Protecting and Supporting Children and Young People Policy and Procedures](#)

Responsibilities of Principal

To effectively implement the school attendance policy principals must ensure:

3.1. 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.

3.2. The school regularly evaluates and addresses school attendance through the school plan.

3.3. Open communication on issues affecting student attendance is promoted with parents.

3.4. Effective strategies are in place to contact parents where there is a pattern of attendance causing concern or the parent has failed to provide a satisfactory explanation for an absence.

3.5. Interpreters and translated materials, including letters are available when communicating with parents from language backgrounds other than English in matters relating to school attendance.

3.6. School staff are trained to implement school attendance policies and procedures and that personnel with delegated responsibility for maintaining attendance records are supervised. **CRT record any contact made with Parents on SENTRAL under Student Profile- Interview Records.**

3.7. All cases of unsatisfactory attendance, including part day absences are investigated promptly and school based factors impacting on attendance are addressed.

3.8. Early identification of students at risk of developing poor school attendance patterns through strategies such as regular roll checks.

3.9. Attendance reports from roll checks are generated at least fortnightly and tabled at Learning Support Team or attendance meetings for follow up by appropriate staff members.

3.10. 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.

3.11. Parents, students and the school community are regularly informed of the importance of school and attendance requirements. A range of resources (refer to resource section) have been developed for schools to provide information to parents and key community groups about the requirements of school attendance.

Responsibilities of Parents

Parents must ensure:

2.1. Their children of compulsory school age are enrolled in a government or registered non-government school or, they are registered with the Board of Studies, Teaching and Educational Standards (BOSTES) for Home Schooling.

2.2. Their children who are enrolled at school attend every day the school is open for their instruction.

2.3. 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.

2.4. 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

Responsibilities of the Home School Liaison Officer

- All cases of unsatisfactory attendance, including part day absences are investigated promptly and school based factors impacting on attendance are addressed
- Identify and implement Plans/strategies that address the learning and support needs of a student with attendance patterns of concern.
- Contact parents and liaise with school to implement attendance plans.

Flow chart

Attendance Monitoring Procedures

Mount Pritchard Public School.

