



Mullaway Primary School Attendance Procedure

Rationale:

Regular attendance at school is essential to assist students in maximising their potential. This Attendance Procedure identifies the responsibilities of all stakeholders within the education setting and the processes used to record and monitor student attendance. In doing so, Mullaway Primary School is better able to encourage regular student attendance and enable steps to be taken to improve poor student attendance. This document supports the School Attendance Policy (2015 [School Attendance \(nsw.gov.au\)](https://www.nsw.gov.au/school-attendance)) and applies to all NSW Government schools, excluding pre-schools.

Responsibilities:

Parents:

It is the duty of the parent of a child of compulsory school-age to:

- ensure their child is enrolled at, and to attend, a government school or a registered non-government school, or be registered for home schooling with the NSW Education Standards Authority (NESA)
- enable their child to attend school punctually and regularly. At Mullaway Primary School children are to **arrive no earlier than 8:25am and no later than 8.55am**

If a child arrives at school after the first bell at 8:55am they must sign in at the school office. Arrivals after this time will result in a partial absence, and if unaccompanied by a parent, an SMS will be sent at 9:30am

- provide an explanation to the school within 7 days (from the first day of any period of absence) whenever their child is absent via the SMS messaging service, School Bytes online Absence Form, note or phone call
- accompany their child to the office for partial day absences (late arrival or early departure) and when if child is unaccompanied, will respond to the SMS sent with the reason for the partial absence
- complete an *Application for Extended Leave – Travel* form and provide to the principal in cases of extended student absence due to travel with family such as family holiday
- work with the school on intervention strategies to improve punctuality and attendance if required
- collect your child by 3:30pm, there is no school supervision after this time

Students:

Children enrolled in school have some responsibility for their attendance. The level of responsibility will be determined by individual circumstances. Children are expected to:

- attend school everyday where possible
- be punctual
- collect a late slip from the office if arriving after the 8.55am bell

Teachers:

Teachers are responsible for encouraging and monitoring regular attendance. Teachers are to:

- accurately record student attendance/absence in Sentral according to DoE requirements
- record explanation of absences on Sentral using the relevant codes
- contact parent/carers when a student has three consecutive days unexplained absence
- alert the Assistant Principal when a student has five consecutive days unexplained absence
- alert the Principal when a student's pattern of attendance is of concern (full and/or partial absences)
- follow up any unexplained absences as per school procedures
- refer parents to complete an *Application for Extended Leave – Travel* form when notified of extended student absence due to travel with family
- keep all notes related to student absences until collected by administration at the end of the year

Principal:

To effectively implement the school attendance policy, Principals must ensure:

- all attendance records are accessible to the Director, Public Schools NSW, attendance officers and other personnel nominated by the Secretary, Department of Education and Communities, Director Public Schools NSW, or Audit Directorate
- parents, students and the school community are regularly informed of the importance of school and attendance requirements
- 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
- interpreters and translated materials (where available), including letters, are available when communicating with parents from language backgrounds other than English in matters relating to school attendance
- school staff are trained to implement school attendance policies, procedures and attendance register codes and that personnel with delegated responsibility for maintaining attendance records are supervised
- work with Attendance Team to identify early students at risk of developing poor school attendance patterns
- applications for extended leave are reviewed and meet acceptable criteria before approval is granted
- any student attendance concerns are raised at learning support meetings for follow up by Attendance Team and appropriate staff members
- the Home School Liaison Officer (HSLO) is notified after a student has an unexplained absence of 10 or more consecutive days

Administration Staff:

A member of the school administration team is to:

- enter absences sent via SMS, phone, School Bytes online Absence Form and forward *relevant information* to teachers daily
- enter partial absences in Sentral and provide parents with a partial absence slip (late arrival or early departure). If a student is unaccompanied by their parent, a late slip will be given to the student for the classroom teacher records
- print absentee reports as required
- collect notes related to student absences from teachers at the end of the year and organise their storage (must be stored for two years)

Home School Liaison Officer:

- will provide the school with support in its endeavours to improve school attendance and assist with the monitoring of the student/s.

Attendance Teams 5 Key Responsibilities:

1. Monitor rolls each week at their respective stage meetings
2. Ensure that explanation for absences are recorded within 7 days of the date of the absence
3. Support staff to accurately maintain attendance registers or rolls
4. Support staff to monitor student attendance
5. Support staff, student and parents/carers to develop plans to address the needs of students whose attendance is identified as being of concern

Mullaway Primary School Attendance Monitoring Process

Enter prior absences sent via the School Bytes forms or verbal/phone calls and forward relevant information to teachers daily (Office).



Automatic SMS sent via Sentral after ensuring all rolls have been submitted. Record any replies and notifications from SMS Sentral, School Bytes, notes or verbal/phone calls on the appropriate roll. (Office).



Class teacher makes contact with parents/carers when a student has 3 consecutive days of absence to check-in. Teachers should attempt to seek explanation as per procedures above if needed and do a wellbeing check. Record all contact attempts and discussions in Sentral under Parent Communications.



Class teacher alerts Assistant Principal when a student has 5 consecutive days unexplained absences. AP contacts parents/carers to address attendance concerns and raise concerns at LST meeting.



Attendance Team (meets Week 2, 5 & 8 each term) will consult with class teachers, report to Principal, LST and stage AP's about students with 85% or less attendance rate (both whole day and partial absences). Strategies are to be put in place for the students if required.



Principal sends "Attendance Concern" letter to students regarding their non-attendance and offers support for regular attendance. This contact is recorded on Sentral. Student attendance is then monitored by the AP and Attendance Team for a 2 week period before being reviewed again.



Assistant Principal organises a meeting with parents/carers, class teacher to develop a school based attendance plan with the parent and student. If no improvement or satisfactory explanation within 2 weeks then the Principal will send a 'Letter 1' regarding attendance and offering support for regular attendance. Student attendance will then be monitored for another four weeks. If there are any ongoing concerns, the Principal will contact parents for an interview. This contact is recorded on Sentral.



Principal will then refer any students needed to the HSLO. The HSLO will then collaborate with the Principal and school to develop strategies and if necessary, create a Home School Liaison Program.

Note: Principal may contact the HSLO for ongoing attendance concerns or more immediate attendance concerns.