



27 Lumsdaine Street, Picton NSW 2571 · Phone (02) 4677 1497 · Fax (02) 4677 2103

Email [picton-p.school@det.nsw.edu.au](mailto:picton-p.school@det.nsw.edu.au)

## **Student Attendance Policy**

*July, 2021*

### **Rationale**

At Picton Public School, playground supervision is provided from 8:50am every day. The school learning time begins at 9:20am and ends at 3:25pm. It is essential that students arrive at school on time so their attendance is registered.

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 to be enrolled at, and to attend, a government or a registered non-government school.

Regular attendance at school is essential to assist students to maximise their learning potential. Schools, in partnership with parents, are responsible for recording and monitoring student absences.

Parents and carers must provide verbal or written justification within 7 days, from the child's first day of absence from school. Lateness and early leavers are recorded as partial absences and must also be explained by the parents or carers.

The principal of a school must keep a register, in a form approved by the Minister, of the enrolments and daily attendances of all children at the school.

The Minister under Section 25 of the Education Act has delegated the power to the principal of a school to grant and cancel a certificate of exemption from being enrolled and attending school in certain prescribed circumstances. Schools are to maintain documentary evidence in regard to the exercising of this delegation.

### **Evidence of Compliance**

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

- a 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



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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 absences.
- 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.

### **Procedures for Monitoring Student Absences at Picton Public School**

#### ***Parents are required to –***

- Ensure their child is enrolled and all necessary and up-to-date documentation is provided to the school office
- Ensure their child/ren attend school every day that it is open for instruction, unless there is a justifiable reason for an absence
- Explain the absences of their children from school promptly and within seven days to the school. An explanation for absence must be provided to the school within 7 days of the first day of any period of absence
- Sign in through the main office if their child is arriving late at school
- Sign out of school through the main office if the child will be leaving early
- Inform the School 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)
- Inform the School via the classroom teacher, Principal, or Front office if their child/ren will be requiring an attendance exemption for leave. Forms are available from the front office. Parents are to submit the exemption to the front office 1 month before the students will be absent from school. In some emergencies, the one month period



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will need to be waived. All exemptions will be submitted to the principal and a decision which will be made at the principal's discretion

### ***Classroom Teachers are required to –***

- **Accurately mark the roll each day**, monitoring absences that occur on consecutive days.
- **Record any explanations of absence received from parents/carers** (through, for example, a Seesaw message)
- **Request explanation for absence:** If no explanation for an absence has been received the day that students return following an absence, students are to be given a verbal reminder that they have been absent and no explanation has been provided to the school.
- **If students have been absent for two or more consecutive days and no explanation has been received, or have been absent and an explanation not received after two days from returning to school, classroom teachers are to notify the office.** Office staff will generate and send home a letter to the parents/carers requesting an explanation of absence. This letter will be attached to the student's profile in EBS.
- **Every 5 weeks**, classroom teachers are provided with an EBS: on track attendance report to assess student attendance statistics. Teachers will provide an attendance wellbeing phone call to parents/carers of students who are identified as high risk, and will record this parent contact in Sentral wellbeing.



### ***Office Staff are required to –***

- **Send SMS messages to parents/carers** after rolls have been marked daily, informing them that their child has been marked absent, with no explanation, and requesting an explanation of absence.
- **Record any explanations of absence** that come in through SMS engine, school email, phone call or voice mail.
- **Generate and send home letters at the request of class teachers** for students who have been absent for two or more consecutive days with no explanation received or who have not provided an explanation of absence after two days of returning to school.
- **Generate EBS: on track attendance reports on Friday of Week 5 and 10 each term** and provide to class teachers.



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***Stage Supervisor is required to –***

- Stage leader to **set attendance as agenda item** for each stage meeting to discuss patterns or students of concern
- If attendance is an ongoing issue, refer to the **Learning Support Team**
- **Contact parents/carers** requesting that they attend a meeting at school to discuss attendance if an unsatisfactory pattern of attendance emerges
- Meet with classroom teacher, stage supervisor, parents and learning support team coordinator to discuss student absences and/or lateness.
- **Monitor** attendance: if no improvement, raise attendance rates with HLSO.

***Principal is required to –***

- Ensure that attendance requirements are actively explained and promoted to parents and carers
- Ensure that the School's Attendance Policy and Procedures are reviewed on an annual basis and that staff are informed of their roles and responsibilities
- Analyse whole school attendance
- Manage exemptions from school in line with DoE Policy and Procedures.
- Design school-based attendance policies and procedures and communicate to staff and parents/cares.



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### **Attendance Register Codes through Ontrack+**

Only the following attendance register codes must be used to record the: explanation of student absence, and/or variation in student attendance.

<b>Symbol</b>	<b>Meaning</b>	<b>Description</b>
<b>A</b>	<b>Unjustified absent</b>	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.
<b>S</b>	<b>Sick</b>	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"> <li>- a medical certificate is provided or</li> <li>- the absence was due to sickness and the principal accepts this explanation.</li> </ul> Principals may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory attendance.
<b>B</b>	<b>School Business</b>	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"> <li>- Work experience</li> <li>- School sport (regional and state carnivals)</li> <li>- School excursions</li> <li>- Student exchange.</li> </ul>
<b>F</b>	<b>Flexible</b>	The student is participating in a flexible timetable and not present because they are not required to be at school.
<b>L</b>	<b>Leave</b>	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"> <li>- misadventure or unforeseen event</li> <li>- participation in special events not related to the school</li> <li>- domestic necessity such as serious illness of an immediate family member</li> <li>- attendance at funerals</li> <li>- travel in Australia and overseas</li> <li>- recognised religious festivals or ceremonial occasions.</li> </ul>
<b>H</b>	<b>Shared Enrolment</b>	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.
<b>+</b>	<b>Present</b>	The student is present at school.

### **Appendix**

[DoE School Attendance Policy](#)

[Exemption FAQs](#)