

WENTWORTHVILLE PUBLIC SCHOOL ATTENDANCE POLICY

RATIONALE

Consistent student attendance is an important component in a school's learning program. It is essential that teachers and parents/caregivers form a strong partnership to support each other in ensuring students attend every day that school is open. Attendance at school is also a legal requirement for children from the ages of 6 to 17 years. This is in accordance with the Education Reform Act 1990.

Aims

- To encourage and maintain strong attendance patterns and enhanced outcomes for all students.
- To keep an accurate record of each student's attendance at Wentworthville Public School. This is a legal requirement.

Responsibilities

Principal and Supervisors ensure:

- parents and caregivers are made aware of their responsibilities to have their children attend school every day that school is open. These responsibilities to be reinforced in interviews/meetings and newsletters throughout the year.
- all staff understand their responsibilities regarding student attendance.
- attendance records are maintained in an approved format and are an accurate record of the attendance of students. These are updated on a daily basis using OASIS. These records are checked regularly for legal compliance.
- suitable procedures are in place to identify attendance patterns of students who could be at risk.
- students are enrolled in line with the requirements set out in *The Enrolment of Students in Government Schools: A Summary and Consolidation of Policy (1997)* and the Memorandum *Enhanced Enrolment Procedures*.
- the School Education Director is informed of attendance problems and issues. This includes providing the School Education Director or nominee with regular information about students for whom chronic non-attendance is an issue.
- teaching staff provide strategies for encouraging good attendance and establish structures and procedures that support teachers in addressing issues of student non-attendance.
- teaching staff are trained to implement school attendance policies and procedures and that personnel with delegated responsibility for maintaining attendance records are supervised
- parents and students are regularly informed of attendance requirements
- all cases of unsatisfactory attendance and part or full day absences of a student from school are investigated promptly and appropriate intervention strategies are implemented.
- parents are contacted promptly and within two days of an unexplained absence occurring.

Staff ensure that:

- a caring teaching and learning environment is provided, which fosters students' sense of belonging to the school community
- they recognise and reward excellent and improved attendance
- accurate records of student attendance are maintained – including the class roll marked daily in accordance with the current legal requirements and procedures stated in CLASS ROLL book p1 & p2.
- follow up occurs when a student is absent with no explanation.
- interviews / meetings / with parents and written reports mention attendance patterns of students.
- Supervisor/Principal intervention occurs when required.
- programs and practices to address attendance issues are implemented when they arise
- clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.

Parents ensure:

- their child attends school every day that school is open.
- explanatory notes are provided promptly when their child is absent from school.

**WENTWORTHVILLE PUBLIC SCHOOL
ATTENDANCE POLICY**

- their children are enrolled in a government or registered non-government school or register them with the Board of Studies for home schooling if they are of compulsory school age.
- that their children attend school regularly
- they take measures to resolve attendance issues involving their children.

Principals may grant:

- sick leave to students whose absences are satisfactorily explained as being due to illness
- leave to students of compulsory school age totalling not more than 15 days per school year in addition to sick leave. Applications for leave in excess of 15 days and less than 100 days should be treated as applications for exemption from school attendance. In exceptional circumstances, principals may grant additional leave for brief periods of time. Additional leave for students not of compulsory school age may be granted at the discretion of the principal.

WENTWORTHVILLE PUBLIC SCHOOL

ATTENDANCE POLICY

Strategies to encourage good attendance (*see Appendix 1*)

- Regular communication with parents/caregivers.
- PBL awards for students with good attendance record, given by class teachers as required.
- Individual Semester 100% Attendance awards presented at end of each semester. (Appendix 6)
- Individual 100% Attendance awards for the Year presented at K-2 and 3-6 assemblies.
- Student attendance mentioned at Kindergarten orientation, Class/Year Ininterviews and newsletters.
- Staff commitment to the school's Student Welfare and Discipline Policy, which emphasises positive reinforcement for achievement and improvement.
- Attendance noted and commented on in written Student Reports.

Evaluation

Evaluation occurs every year. Assistance is provided by HSLO as required. School attendance patterns either show improvement or reflect the state average in the Annual School Report.

This policy will be put into practice using the following procedures

Attendance rolls will be kept using OASIS

Attendance folders will be used by teachers to monitor attendance and alert executive to any issues relating to attendance.

**WENTWORTHVILLE PUBLIC SCHOOL
ATTENDANCE POLICY
STUDENT ATTENDANCE PROCEDURES**

1. Unexplained Absences

The following procedures will be employed for students who have unexplained absences-

- a) If a student returns to school after an absence and he/she doesn't have an accompanying explanatory note, immediately issue him/her with a '**Reminder**' note (yellow) to take home on the same day. (Appendix 2)
- b) If this note, or any explanatory note, is not returned the next day, inform Year supervisor indicating student's name, class and period of absence. (Appendix 3)
- c) If no explanatory note is received a formal '**Absentee Notice**' note from Principal (Education Reform Act 1990) will be sent to the parents/caregivers. (Appendix 4)
- d) When parent sends a note, ensure that this is marked on the roll with appropriate annotation above the 'a' (L or S).

2. Late Arrivals at School

The following procedures are used for students who are frequent late arrivals to school –

- a) Always note in attendance folder.
- b) On the 2nd occasion that a student is late, issue him/her with a "Late Arrival at School" note. (Appendix 2)
If further notices are sent home for subsequent late arrivals, inform Supervisor immediately after you've issued the 3rd notice. Details required include the student's name, his/her class and all the dates and times they've arrived at school late.
- c) Follow up strategies may include interviewing the affected student (if appropriate), contacting the parents and, if the problem persists, referral to the HSLO (through Year supervisor).

3. HSLO Assistance/ Intervention

There are occasions when a student's attendance record needs to be more closely examined.

Good indicators of a student having an attendance problem may include-

- any history of unexplained absences.
- absences, whether explained or unexplained, occurring regularly around weekends (ie Mondays and/or Fridays).
- family members, from other classes, being absent on the same day(s).
- more than five periods (not days) of absence in a term.
- parents/carers citing 'family problems' as a frequent reason for a child's periods of absence.

Home School Liaison Assistance may be sought if a student falls into any of these categories and the school has employed reasonable means to address the problem such as phone calls, letters home and meetings. Consult with your supervisor if you feel that specialist intervention is necessary. HSLO referrals must be online.

HSLO referrals

Principals may request Home School Liaison Program support when the attendance of a student is of particular concern and the school has been unable to resolve the issue. Support can be sought by completing the online *Application for Home School Liaison Program Support* proforma and forwarding it to WSR for a student welfare consultant who manages the program locally.

WENTWORTHVILLE PUBLIC SCHOOL

ATTENDANCE POLICY

OTHER STUDENT ATTENDANCE MONITORING AND RECORDING PROCEDURES

Apart from in-school attendance checks, there are some additional student attendance processes and administrative requirements which will occur during the year. These include –

1. HSLO Roll/OASIS checks

There is at least one of these during the course of the year. The HSLO will print out OASIS records that indicate less than 90% attendance and other patterns of absence.

2. Return of Absences

The school is required to submit absence totals (for boys and girls in each Year) to DET at the end of Semesters 1 and 2. Collection of information by supervisors will be organised when these returns are due.

3. Student Record Cards

Include each student's absence totals, for each term, on his/her record card. If a student has been away for an extended period, due to holidays or sickness, add the reason for the extended absence in the space provided.

4. Storage of Absence Notes

It is essential that all absence notes from parents, permission notes to leave school early etc are kept by the class teacher for the current year. Storage envelopes will be issued in Term 1 with rolls. Notes etc will then be stored in the archives room for a further three years.

WENTWORTHVILLE PUBLIC SCHOOL ATTENDANCE POLICY

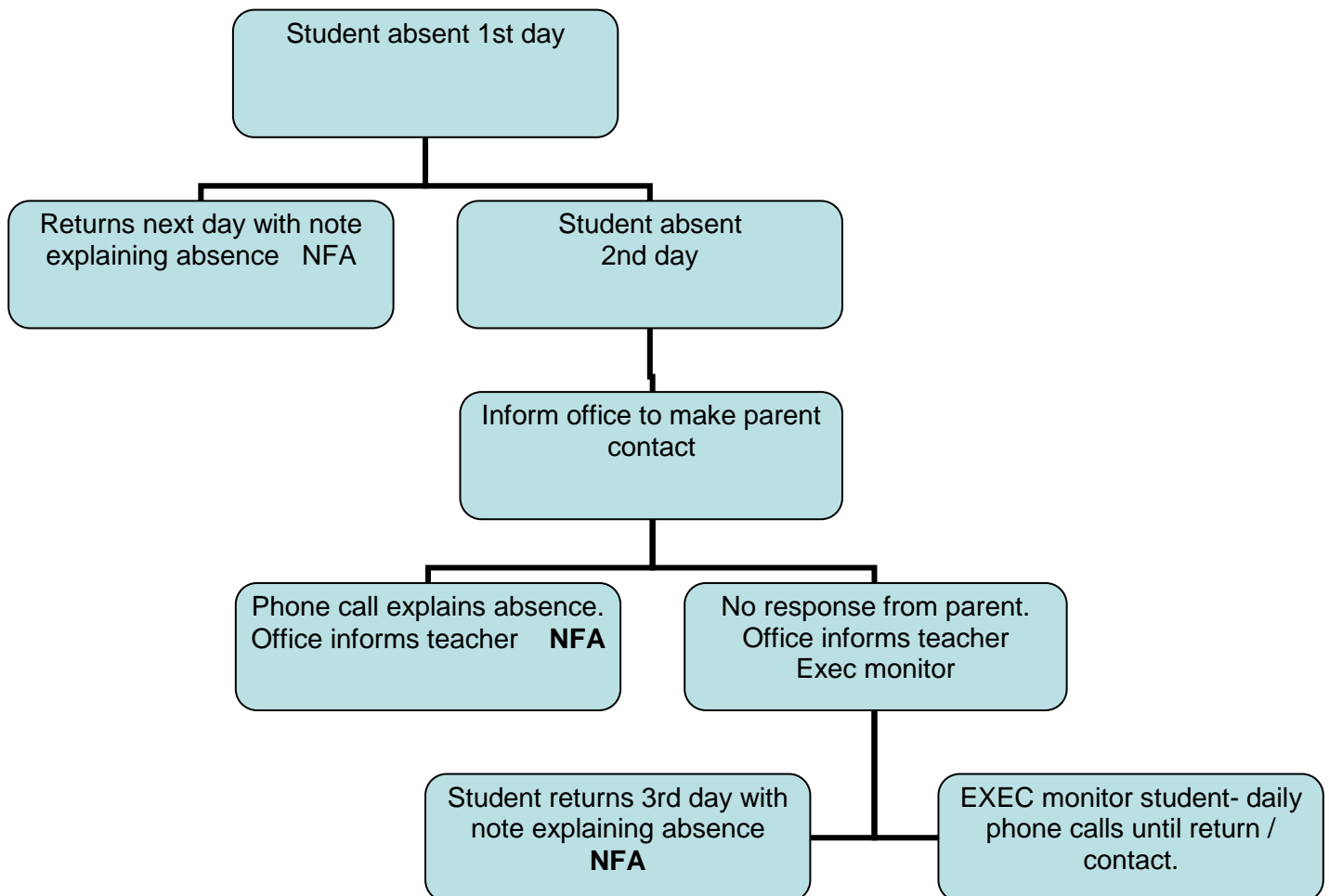
Students marked 'Aa' for a total of 10 days in a 3 week period and after attempts at communication with parents have failed (believed to have left school) pass to HSLO for investigation.

Minutes of meetings and interviews, phone calls etc with parents/carers over attendance issues are to be kept.

Principals do NOT have to accept reasons for any student's absences if they do not believe they are legitimate.

FLOWCHART for ACTION on ATTENDANCE ISSUES

Teacher marks roll every morning – noting partial absences



Notes sent home for absences – reminders and requests for information – no response from parents within 2 days of note going home – refer to supervisor for action.