



## Oak Flats High School School Attendance Procedures

<b>NSW Department of Education Policy aligned to</b>	<a href="#">School Attendance Policy</a>
<b>Version</b>	26/05/2017 V01
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<b>Lifecycle</b>	Yearly
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<b>NSW DoE sources</b>	Reference No -PD/2005/0259/V07 Implementation Date: 03/02/2015
<b>Purpose</b>	This procedure sets out the requirements for the attendance of students at Oak Flats High School.

### 1 Objectives - Policy statement

#### 1.1

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:

- (a) to be enrolled at, and to attend, a government school or a registered non-government school, or
- (b) to be registered for home schooling with the NSW Education Standards Authority (NESA) and to receive instruction in accordance with the conditions to which the registration is subject.

#### 1.2

All students who are enrolled at school, regardless of their age, are expected to attend that school whenever instruction is provided.

#### 1.3

Section 24 of the Act requires principals to maintain an attendance register (roll) in a form approved by the Minister. Attendance registers must be available for inspection during school hours by a Board Inspector or by any authorised person.

## **2. Audience and applicability**

### **2.1**

This procedure applies to Oak Flats High School.

## **3. Context**

### **3.1**

Regular attendance at Oak Flats High School is essential to assist students to maximise their potential. Oak Flats High School, in partnership with parents, is responsible for promoting the regular attendance of students.

### **3.2**

Encouraging regular attendance is a core school responsibility.

### **3.3**

This policy should be read in the context of [The Enrolment of Students in Government Schools: A summary and consolidation of policy \(1997\)](#) and the [Memorandum Enhanced Enrolment Procedures](#) (Intranet only).

## **4. Responsibilities and delegations**

### **4.1 Parents**

#### **4.1.1**

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

- (a) to be enrolled at, and to attend, a government school or a registered non-government school, or
- (b) to be registered for home schooling with the NSW Education Standards Authority (NESAs) and to receive instruction in accordance with the conditions to which the registration is subject.

#### **4.1.2**

Parents are required to 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.

### **4.2 The Principal of Oak Flats High School**

#### **4.2.1**

must provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.

#### **4.2.2**

must ensure the school has effective measures in place to monitor and follow up student absences.

### 4.2.3

or their delegate will undertake all reasonable measures to contact parents promptly and within two 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.

### 4.2.4

is responsible for ensuring that attendance records are maintained in an approved format and are an accurate record of the attendance of students.

### 4.2.5

must ensure that for students with attendance concerns, the learning and support needs of those students are addressed in consultation with parents.

### 4.2.6

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.

### 4.2.7

must ensure that school staff are provided with information on attendance requirements and their obligation to monitor and promote regular attendance at school.

### 4.2.8

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](#)).

### 4.2.9

has the authority to:

- grant sick leave to students whose absences are satisfactorily explained as being due to illness
- accept other explanations for absence and record the absence as "L"
- decline to accept an explanation for absence and record the absence as unjustified
- grant an exemption from school attendance for periods totalling up to 100 days in a 12 month period for any one student provided certain conditions are met (See the [Exemption from School - Procedures](#)).
- grant part-day exemptions from school for periods totalling up to 100 days in a twelve month period (See the [Exemption from School - Procedures](#)).

- grant exemption from enrolment for students who have completed year 9 and have the required approval to complete their education in special circumstances through an apprenticeship or traineeship (See the [Exemption from School - Procedures](#)).

### 4.3 Staff at Oak Flats High School

#### 4.3.1

are responsible for

- supporting the regular attendance of students
- providing a caring teaching and learning environment which fosters students' sense of belonging at Oak Flats High School
- recognise and reward excellent and improved student attendance
- maintaining accurate records of student attendance
- implementing programs and practices to address attendance issues when they arise

### 4.4 The Attendance Officer at Oak Flats High School

#### 4.4.1

is responsible for

- sending SMS to caregivers of absent students each day
- maintaining accurate records of absence justifications
- phoning caregivers of any student who has 3 or more unjustified absences in a week
- sending fortnightly letters to caregivers of students whose attendance is of concern
- keeping records of action taken on Sentral and refer necessary students to Deputy Principal, Head Teacher Wellbeing, Learning Support Teacher, Year Advisor and Head Teacher Jamberoo.
- meeting fortnightly with HSLO and FACS caseworker to discuss students of concern
- recognising and rewarding excellent student attendance
- promoting positive attendance through school newsletters and social media

### 4.5 Procedures

Each day;

- Classroom teachers mark rolls on Sentral 'PxP Attendance' during roll call and each timetabled period.
- At the completion of roll call Attendance Officer sends SMS to caregivers of all students marked absent in roll call.
- Attendance Officer categorises all absence explanations as received in accordance with the [School Attendance Register Codes](#).
- Attendance officer works directly with staff, students and caregivers to confirm final categorisation of absences.

Note: If marking a hard copy paper roll;

a = absent

= present

Pa = late or partial absence with time of arrival or departure also recorded.

Date the top of the column and initial the bottom.

In accordance with the [School Attendance Register Codes](#)

Weekly;

- Attendance Officer will phone the caregivers of any student who has had 3 or more unjustified absences in the week prior to discuss the attendance concerns in accordance with the [Phone Intervention Program Guidelines](#). Phone calls are documented on Sentral.

Every two weeks;

- Attendance Officer identifies students whose attendance is below 69% (equivalent to 4 days absent) for the two weeks prior and whose absences have been categorised as unjustified and completes a Sentral Wellbeing 'Attendance Concern' entry. From this entry the Attendance Officer will print and send an 'Attendance Letter of Concern' and notify the relevant Deputy Principal, Head Teacher Wellbeing, Year Advisor, Learning Support Teacher and Head Teacher Jamberoo.
- Any staff member who receives information related to that student's attendance will add this to the comments section of the related Sentral 'Attendance Concern' entry.
- Attendance Officer meets with the HSLO and FACS Caseworker to discuss students of concern. The Attendance Officer records on Sentral the follow-up action the HSLO or FACS Caseworker have advised and notifies the relevant Deputy Principal, Head Teacher Wellbeing, Year Advisor and Learning Support Teacher.

For any student whose attendance continues to be of concern, the following actions will be considered;

- Student's case will be discussed at the Learning Support and Wellbeing meetings and support will be put in place. Any action taken to address the concerns to be documented on Sentral in the comments section of the 'Attendance Concern' entry.
- Deputy Principal to coordinate meeting with caregivers of student whose attendance is of concern and complete a [Student Attendance Improvement Plan](#) with the caregiver and student. This is uploaded to Sentral and communicated to relevant staff members.
- Deputy Principal completes an [Application for Home School Liaison Program Support](#).
- Deputy Principals complete the [Mandatory Reporting Guide](#) process, create a Wellbeing record on Sentral, mark as confidential and provide documentation of any reports made to the Principal.

## **5. Monitoring, evaluation and reporting requirements**

### **5.1**

Schools, with support from attendance officers (home school liaison officers and Aboriginal student liaison officers), monitor the regular attendance of students and develop and implement strategies to support students with identified attendance issues.

## **6. Contact**

Leader, Child Protection, telephone 9269 9454.

## FLOW CHART OF PROCEDURES

