



ATTENDANCE PROCEDURES

Narara Public School recognises the importance of regular attendance, and our procedures ensure the Departmental School Attendance Policy is implemented across the school to support student wellbeing and assist students to maximise their potential.

Responsibilities of Parents

Parents must ensure:

- Their child/ren of compulsory school age are enrolled in a government or registered non-government school or, they are registered with the NSW Education Standards Authority (NESA) for Home Schooling.
- Their children who are enrolled at school attend every day the school is open.
- 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.
- 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 Principals

Principals must ensure:

- They 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.
- Must provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.
- Must ensure the school has effective measures in place to monitor and follow up student absences.
- Ensure they are following the requirements outlined in the School Attendance Policy <https://education.nsw.gov.au/policy-library/policies/pd-2005-0259>

Schools, in partnership with parents, are responsible for promoting the regular attendance of students. Encouraging regular attendance is a core school responsibility.



School Attendance Procedures

Roll marking and record keeping:

- All classes must be marked by 9:00am in Sentral by the class teacher using appropriate register codes for absence.
- Arrivals after 8:30am need to present to the office for a late note. Office staff add this to Sentral attendance. Class teacher puts the late note in purple folder to be sent to office on a Monday.
- Any explanations verbal or written regarding student absence to be recorded in Sentral.
- Students who are attending school events off school grounds will be marked as school business (B).
- If classes are at sporting events or school excursions and Sentral rolls cannot be marked prior to leaving school grounds, a paper roll will be taken and sent to the office for office staff to enter in Sentral.
- If a child leaves a sporting event or excursion early, a paper roll is to be marked and given to the office upon arrival back at school. This is to be logged as partial attendance.
- If a student needs to leave school early the parent will present to the office to sign their child out.

Monitoring and record keeping of student absences:

- A daily text message is sent out at 10:30am for all unexplained student absences.
- A letter is sent home with students every Monday for any student with unexplained absences from the previous week.
- If a student has 3 or more unexplained absences the classroom teacher contacts parents/carers to discuss. A medical certificate is needed for 3 or more consecutive days absent.
- Class teacher or stage supervisor will ensure casual teachers are able to mark the roll on Sentral or provide a paper roll which is to be sent to the office once marked.
- Office staff print fortnightly Sentral report with attendance below 90% for monitoring of student absence.
- SCOUT Roll Check Report is discussed with attendance executive each semester to ensure concerns and recommendations are addressed.



Attendance Concerns:

- Principal and Attendance Executive meet with HSLO every fortnight to look at Attendance Report and discuss adjustments and actions to support increasing individual student attendance.
- Principal and Attendance Executive meets once a term to monitor attendance below 90% and send home Attendance Letter 1 or 2.
- If attendance has not improved after Letter 1 & 2 have been sent home, Letter 3 goes home requesting a parent meeting.
- If attendance is still a concern, once parent meeting has occurred, or if parent/carer is unresponsive, Letter 4 is sent home and HSLO referral completed.
- Attendance is discussed at Learning & Support Team Meetings every fortnight.
- A range of adjustments are made to support improvement of individual student attendance. If a student achieves their goal on their progressive stamp charts, they receive a pre-determined reward such as: Dojos, ice blocks or a canteen order.
- If parents are not responsive or unable to be contacted MRG is completed.
- If a child has not been sighted for 10 days a police welfare check will be completed, however if we have concerns this will be done earlier.

Whole school strategies to encourage above 90% attendance:

- Attendance Matters information placed on social platforms and in school newsletter each term.
- 100% attendance certificates at Presentation Day Assembly
- Prize draw twice a term for students with attendance above 90%

Resources to Support Procedures

Register Codes

Teacher procedure poster

Roles & Responsibilities poster

Letters 1-4

Videos on how to mark a Sentral roll

Video on how to print below 90% attendance letters

School Attendance Register Codes

Attendance Register Codes

Definitions

Only the following attendance register codes **must** be used to record the:

- explanation of student absence, and/or
- variation in student attendance.

Attendance Register Codes Symbols to be used for explanation of student absence	
Symbol	Meaning
A	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.
S	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"> - a medical certificate is provided or - the absence was due to sickness and the principal accepts this explanation. Principals may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory attendance.
L	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"> - misadventure or unforeseen event - participation in special events not related to the school - domestic necessity such as serious illness of an immediate family member - attendance at funerals - travel in Australia and overseas - recognised religious festivals or ceremonial occasions.
E	The student was suspended from school

School Attendance Register Codes

Attendance Register Codes Symbols to be used to record a variation in attendance (not counted as an absence for statistical purposes)	
Symbol	Meaning
M	The student was exempted from attending school and a Certificate of Exemption has been issued by a delegated officer.
F	The student is participating in a flexible timetable and not present because they are not required to be at school. This could include participation in: <ul style="list-style-type: none"> - HSC Pathways Program - Best Start Assessments - Trial or HSC examinations - VET courses
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"> - work experience - school sport (regional and state carnivals) - school excursions - student exchange
H¹	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. The symbol is recorded where a student accesses education settings separate to their mainstream school such as: <ul style="list-style-type: none"> - tutorial centre and programs - behaviour schools - juvenile justice - hospital schools - distance education