

# BLAKEHURST PUBLIC SCHOOL



**ATTENDANCE MATTERS**  
*every student, every day*

## SCHOOL ATTENDANCE PROCEDURES



***These school procedures have been developed with reference to the following sources:***

Department of Education policy library – School attendance

Reference number: PD-2005-0259-V08

[School attendance \(nsw.gov.au\)](https://www.nsw.gov.au/school-attendance)

Exemption from school procedures

[Exemption from school procedures \(nsw.gov.au\)](https://www.nsw.gov.au/exemption-from-school-procedures)

Student attendance in NSW public schools procedures

[Student attendance in NSW public schools procedures](https://www.nsw.gov.au/student-attendance-in-nsw-public-schools-procedures)

## **Rationale**

It is compulsory for all children of school age to be enrolled in a school or be registered for home schooling with the NSW Education Standards Authority (NESA). The school has a responsibility to:

- encourage regular school attendance and promote its importance
- provide clear communication to parents/carers in regard to attendance requirements
- implement effective measures for monitoring and recording student attendance
- implement effective measures, including the engagement of the Home School Liaison Officer (HSLO) to address attendance concerns and support improved attendance rates across the school

## **Students are required to:**

- take pride in regular school attendance
- attend school every day that they are well enough/able to do so
- attempt to overcome issues that are impacting their school attendance

## **Parents are required to:**

- send their child to school every day that the school is open for instruction and the child is well enough/able to attend
- explain their child's absence **within 7 days** of the first day of the period of absence
- attend the office to sign their child in/out when the child arrives late to school or leaves early
- accept support from the school and/or HSLO to overcome student attendance issues

## **Teachers are required to:**

- mark the class roll each day using School Bytes
- use the correct code when marking student absences
- record reasons for student absences on School Bytes where valid/approved reasons are provided
- contact the family if a child is absent for **3 consecutive days** if no notice of absence is received
- contact the family where a child's attendance has fallen to **80%** to inform them of the school's concerns and to encourage improved attendance
- communicate attendance concerns (80% or below) to their supervisor so that these concerns can be taken to the Learning and Support Team (LST) meeting

All correspondence with parents/carers is recorded on School Bytes→Wellbeing→Students

## Roll marking procedures

- mark and record rolls daily and accurately. This is to be completed by teachers before 10:00am, or as close to 10:00am as possible where students are attending RFF lessons, SRE, Ethics or other activities outside of their classroom in the morning session
- casual teachers are to mark the roll on a class list and send to school office. The administration staff will enter attendance in School Bytes

The following 'Attendance Register Codes' apply:

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"> <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.
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"> <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>
E	The student was suspended from school

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"> <li>- HSC Pathways Program</li> <li>- Best Start Assessments</li> <li>- Trial or HSC examinations</li> <li>- VET courses</li> </ul>
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>
H <sup>1</sup>	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"> <li>- tutorial centre and programs</li> <li>- behaviour schools</li> <li>- juvenile justice</li> <li>- hospital schools</li> <li>- distance education</li> </ul>

## Principal is required to:

- ensure that class rolls are marked accurately across the school
- make the final decision on whether a reason for a student absence will be approved by the school
- approve or decline requests for extended periods of leave. In these cases, parents/carers are required to complete an application and then discuss their reasons for travel/extended leave with the principal
- formalise partial school enrolment plans
- initiate a formal line of communication with families, where contact from the class teacher has not resulted in improved attendance (at 80%) and a child's attendance has now fallen to **75% or below**
- lead communication between the family, doctors and other specialists where student attendance is impacted by a significant medical need or where a medical plan is required in order for a child to safely attend school
- arrange for HSLO intervention where measures to improve student attendance have not been successful and a child's attendance has fallen **below 75%** with little expectation of improvement
- access the Mandatory Reporter Guide (MRG) and report attendance concerns to the Child Wellbeing Unit (CWU) or the Community Services Child Protection Hotline where the school has a concern for the wellbeing/safety of a student with poor school attendance

All correspondence with parents/carers is recorded on School Bytes → Wellbeing → Students

### Office staff are required to:

- send an email alert to absent students' families requesting a reason for the absence (if no reason has been previously submitted in School Bytes)
- enter late arrivals and early leavers on to School Bytes
- inform the class teacher that a child from their class has left early where they may not be aware, i.e. the student went home during RFF lessons, was picked up during PSSA Sport, went home during a lunch or recess break, etc.
- collect paper copies of rolls that are marked for events taking place off the school site and enter attendance data on these occasions on to School Bytes
- complete daily roll checks and follow up with teachers where a class roll has not been marked for the day
- approve planned absences in School Bytes

All correspondence with parents/carers is recorded on School Bytes → Wellbeing → Students

### What strategies are used by the school to encourage regular attendance?

- providing a stimulating and dynamic learning environment for all students
- celebrating diversity and ensuring that all students have a connection with the school
- providing a diverse range of extra-curricular activities that connect to the interests of students
- ongoing communication with students and parents regarding the importance of regular school attendance
- recognition of regular school attendance through the weekly assembly attendance award
- end of year celebration for the class with best overall attendance

Most recent review: January 2024

Next review date: January 2025

### Blakehurst Bluey says be:

