



Panania North Public School

ATTENDANCE POLICY

December 2017

Introduction

Panania North Public School is committed to providing a caring and supportive teaching and learning environment which enables students to achieve their personal best.

For students to learn, they need to arrive at school on time and attend regularly. Regular attendance is a critical factor in ensuring that students have every opportunity to learn and develop. This cannot occur without a strong partnership between parents/carers who have the legal responsibility to ensure that students attend school regularly and school staff who have a duty of care to ensure that student attendance is managed according to the school's policy and procedures. Student attendance is everyone's responsibility.

The following policy and procedures have been developed to ensure that Panania North Public School implements the NSW Department of Education's "School Attendance Policy and Procedures" (1991). The procedures articulate the roles and responsibilities of our school community.

Panania North Public School's class teacher's record student attendance using SENTRAL. School admin staff import this data weekly to EBS Ontrack.

Strategies to encourage regular attendance

- Provide clear information to students and parents about attendance requirements and the consequences for unsatisfactory attendance at least twice per year
- Regular reminders in newsletter of the importance of regular attendance
- Regular reminders by teachers in classrooms of the importance of regular attendance
- Regular reminders by the Principal at assembly of the importance of regular attendance
- Teachers will monitor attendance and follow up any concerns promptly with phone calls to parents/carers and discussion with the Assistant Principal who has responsibility for students attendance
- Ensure that there is an early detection of students with unsatisfactory attendance, including late arrivals, so that intervention can occur promptly

Responsibilities

Parent/Carers

- Ensure that their children attend school regularly
- Explain student absences to the school in writing/Skoolbag App
- Apply for approval for extended leave
- Work with the school to improve attendance

Classroom Teachers

- Record absences at the start of each day on the class roll. All students who leave early/arrive late are required to get a note from the office before going to class/leaving. This note should be signed and dated. Variations in attendance are recorded in the class roll and filed in the envelope for notes provided for all attendance notes
- Receive notes from students explaining absences, record details in the school roll. Store notes in attendance notes envelope. These will be collected at the end of each year by SASS staff and stored securely

- Note any students who have not brought notes of explanation and issue reminder notes. These should be issued within two days of student returning to school
- Identify students who have irregular patterns and discuss with parents/carers
- Discuss attendance concerns which have not been resolved at the teacher/parent/carer level with the Assistant Principal
- Update attendance concerns on Sentral

Assistant Principals

- Coordinate procedures for monitoring and improving student attendance
- Provide advice and guidance to classroom teachers around matters pertaining to student attendance
- Follow up student absences once per fortnight and refer to Learning Support Team if the teacher has exhausted strategies to improve attendance.
- Advise the Principal of the unsuccessful strategies used to improve attendance and make a referral to the Home School Liaison program
- Monitor progress and School Attendance Improvement Plans for students who have been referred to the Home School Liaison Program
- Monitor and analyse attendance patterns, including partial attendance which are of concern and refer to the Principal

School Counsellor

- Participate in the development, implementation and evaluation of School Attendance Improvement Plans
- Follow up on welfare issues as discussed and negotiated at the Learning Support Team meeting

School Administration Staff

- Export Sentral data weekly to EBS Ontrack
- Send out SMS messages to parents who have students absent without an explanation

Principal

- Issue letter to parents to notify of possible referral to the Home School Liaison program
- Participate in the development, implementation and evaluation of School Attendance Improvement Plans
- Process all leave approval applications and advise staff when approval is granted