



Panania North Public School

ATTENDANCE POLICY

May 2022

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 Central

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 sent to parents regarding 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 for their stage
- 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/phone/email within 7 days of first absence
- Apply for approval for extended leave
- Work with the school to improve attendance

Classroom Teachers

- Record absences by 9.05am each day in SENTRAL. All students who leave early/arrive late are required to record their partial absence at the office before going to class/leaving.
- Variations in attendance are recorded in SENTRAL by the Admin staff and students given a partial

attendance slip. Partial attendance slips should be 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
- Contact parents/carers on the third day of an unexplained absence
- Notify Assistant Principal if unable to make contact or reason causes concern
- Follow up 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 of attendance and discuss with parents/carers
- Discuss attendance concerns which have not been resolved at the teacher/parent/carer level with the Assistant Principal

Assistant Principals

- Provide advice and guidance to classroom teachers around matters pertaining to student attendance
- Monitor student absences once per fortnight and refer to Learning Support Team if the teacher has exhausted strategies to improve attendance.
- Monitor progress and School Attendance Improvement Plans for students who have been referred to the Home School Liaison Program

Learning Support Team

- Monitor and advise strategies to improve attendance and follow up for attendance concerns.
- Advise the Principal of the unsuccessful strategies used to improve attendance

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 Central
- Notify parents of their child's absence at 10.30am each morning
- Send out email to parents who have children absent without an explanation
- Print official record of attendance for each class for Assistant Principals to monitor attendance each fortnight
- Print official records of attendance for all classes at the end of the term for signing by the Principal and filed for required record keeping.

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
- Make a referral to the Home School Liaison program where required
- Process all leave approval applications and advise staff of outcome



Panania North Public School

Attendance framework of support and intervention

Whole school attendance is modelled on a tiered framework of support and intervention to create a positive environment for engagement and learning. This tiered approach supports our school to foster regular attendance by establishing a positive and welcoming school culture for all students; address attendance concerns by identifying and providing targeted strategies for students or cohorts needing more support; and re-engage students with learning by providing tailored interventions for students with significant support needs.

Tier 1 - Universal approach - Fostering student attendance

Panania North PS strives to create a welcoming environment for all students to attend school and participate in learning. Positive relationships with students, staff and the school community support a sense of belonging and engagement with learning and school activities.

- Student attendance is promoted in newsletters, assemblies, signage and at transition points and supported by all staff.
- Student attendance is monitored by the classroom teacher and data is reviewed at the end of each term by the Attendance team.
- Student attendance letters are sent home at the end of the term to inform parents of absences and overall attendance percentage. Whole day and partial attendance are recorded on Semester Student Reports.
- Students with 95 - 100% attendance are recognised with a special certificate each term.
- Professional learning ensures all staff are familiar with and implement the attendance policy and procedures.

Tier 2 - Targeted support - Addressing attendance concerns

Student attendance is promoted and supported by all staff. Attendance records are monitored: common barriers to attendance are addressed; improvements in attendance are recognised; and early interventions are actioned.

- Teachers contact parents promptly to follow up unexplained absences, if no contact has been made, their stage supervisor is informed.
- A need for early intervention is identified during fortnightly stage meetings and referrals made to the Learning Support Team meetings held each fortnight for monitoring or action.
- Attendance team and learning and support teams regularly review and monitor attendance reports for patterns or students at risk of chronic absence.
- Parents are informed of attendance monitoring, improvements or and/or intervention.
- Staff work with the student and parent/carer to understand the underlying factors contributing to non-attendance and plan supportive strategies.

Tier 3 - Individual support - Re-engaging with learning

Additional support is provided to re-engage individual students with significant barriers or complex needs impacting on their attendance.

- Caring and supportive relationships are fostered to address challenges to engagement and attendance. Where appropriate, support services provide additional assistance including advice, tailored strategies, and programs.
- Staff work with the student and parent/carer to understand the underlying factors contributing to non-attendance and plan supportive strategies. An Individual attendance plan is developed in collaboration with the student and family.
- School and support agencies work collaboratively with the student and parent/family to assist re-engagement.