



# Allambie Heights Public School

RESPECT

RESPONSIBILITY

RESILIENCE

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## School Attendance procedures

### Rationale

Education for every child is important and regular attendance at school is essential for children to achieve their educational best and increase their career and life options. NSW public schools work in partnership with parents to encourage and support regular attendance of children and young people. When children attend school every day, learning becomes easier and children will build and maintain friendships with other children.

### Purpose

To record and monitor student's attendance in order that regular attendance of students will be encouraged and to enable steps to be taken which will improve poor attendance, so that:

1. Allambie Heights Public School is complying with the School Attendance Policy (2015).
2. All school stakeholders understand the responsibility of the school to ensure all students and young people are supported in attending school each day.

### Responsibilities

#### Parents and Carers

- understand the legal requirements and educational necessity for regular school attendance
- are helped to overcome problems that contribute to poor school attendance
- are provided with information about how to record an absence on the Compass parent portal
- are provided with information about how to view their child's attendance record in the Compass parent portal

#### Teachers

- understand the importance of accurately recording and carefully monitoring student's attendance and do so efficiently and effectively. This is pertinent for classroom teachers and specialist teachers who all have roll marking responsibilities
- will ensure the class roll is marked promptly each morning in Compass. The Compass portal highlights an attendance concern on the student's home page and this alerts staff to be aware of attendance concerns
- will be conversant with the school's and Departmental attendance policy and procedure, including following up of leave of students as the first contact. This follow up should occur with a phone call after a child has been absent from school for three days without notification. Notes of these conversations are to be recorded in Compass as a 'chronicle entry – general attendance observation'
- provide a caring, stimulating and successful learning environment which will encourage students' regular attendance

#### Attendance monitoring – Assistant Principal for each team

- will provide support for students and staff in their team by the regular monitoring of student attendance as discussed with teaching staff in case management meetings
- will follow up instances of unsatisfactory attendance for individual students that have been raised by teaching staff in case management meetings. Notes of these conversations are to be recorded in Compass as a 'chronicle entry – general attendance observation'

#### Roll Monitoring - Principal

- will communicate school attendance requirements in the newsletter each term, including approved leave requirements for holidays exceeding five or more school days
- will provide regular overseeing of the accurate recording of students' attendance as recorded daily in Compass
- will follow up instances of unsatisfactory attendance that has not seen improvements following intervention by the classroom teacher/s and the Assistant Principal. Notes of these conversations are to be recorded in Compass as a 'chronicle entry – general attendance observation'
- will liaise with the leadership team, Learning Support Team and Home School Liaison Officer

- will dedicate leadership team meeting time to the evaluation of term attendance data in SCOUT and support the leadership team in following up with their teams for students with unsatisfactory attendance

### ***The Home School Liaison Officer (HSLO)***

- will provide the school with support in its endeavours to maintain strong school attendance

### ***Administration Staff***

- will, if notified by a parent or carer through Compass, note the absence on the student's Compass record
- will mark the class rolls on Compass for classes being covered by a casual teacher
- will monitor the marking of the electronic class rolls in Compass and notify the Deputy Principal or Principal should a class teacher or specialist teacher need reminding to mark their roll
- will print the Compass weekly partial and full absence weekly absent report for signing by the Principal each week and file in the Students Absences folder

### ***Students***

- take pride in regular attendance at school
- are assisted in overcoming problems that contribute to poor attendance

## **Guidelines for School Attendance procedures at Allambie Heights PS**

### ***Roll Marking Procedures***

- roll marking is to be recorded daily and accurately by teachers in Compass. Rolls need to be marked at 9.10am
- casual teachers are to mark the roll on a class list and send to school office for office staff to enter through Compass

### ***The following points should be noted***

- school development days and public holidays are deactivated in Compass so as not to appear in the class roll as active
- a late arrival and early departure absence is recorded in real time when entered into Compass by the SAO - this will automatically appear on the Compass class roll for students who arrive after 9:10am or leave before 3.10pm. All students arriving after the ringing of the 9.10am bell or prior to the ringing of the 3.10pm must sign in or sign out through the front office
- unexplained or unsatisfactory reason for absences should be marked 'A'. These absences need to be monitored by the class teacher and discussed with the immediate supervisor if there are any concerns. Notification not received within seven days is automatically recorded in Compass as 'U'
- as per the 2015 update to the Attendance Policy, exemptions from school can no longer be requested or approved for parents or carers going on holidays during a school term. When a leave application has been made and granted by the Principal, these absences are marked as leave (L) and are counted in the student's attendance record. All full and partial absences are reported on the student reports issued at the end of term 2 and term 4. Leave of five or more days must be applied for to the Principal. Application must include travel documentation. If approved by the Principal, a Certificate of Leave will be provided by the school for the duration of the holiday

### ***Attendance Monitoring Procedures***

- teachers are to monitor absences and unjustified lateness and any concerns should be brought to the attention of the relevant grade supervisor through the case management meeting. Prior to follow up by the Principal, the parent or carer needs to have been contacted by the class teacher and the grade Assistant Principal.
- the Principal will monitor attendance based on the Compass weekly partial and full absence weekly absent report that is printed by the administration staff for signing. If necessary, issues will be raised at the Learning and Support meeting and the HSLO may be contacted for support
- the HSLO will monitor attendance of notified students with the assistance of the Principal who will make daily checks on these students' attendance. The HSLO will be notified immediately of any non-attendance of these students
- all records will be maintained in Compass so that they are easily accessible for the HSLO

### ***Liaising with Parents and Carers***

- all explanatory notes must be completed on the Compass portal as they are directly linked to the child's Compass records
- where a student's consistent lateness causes concern teachers should discuss their concerns with the parent and carer
- If no explanation for absence has been received, the child has not returned to school and there has been no

request for a transfer, the teacher should notify the relevant grade supervisor immediately and the grade supervisor must attempt to make contact with the family. Notes of these conversations are to be recorded in Compass as a 'chronicle entry – general attendance observation'

### ***Students who leave***

- when a student leaves the school they are marked as "left" in ERN and the class as "finished" in Compass by the administration staff

### ***Strategies for Good Attendance at school***

- teachers will provide a caring and stimulating learning environment in which students are able to achieve success and recognition for success every day
- procedures for notification of absence and the importance of prompt arrival will be regularly included into the newsletter. This communication is to include graphics and notes provided by the Department of Education
- information in regards to school attendance is discussed at Meet the Teacher evening at the start of each year and is also included in the Kindergarten Information packages during a school tour and in the Kindergarten Orientation packages distributed at our Kindergarten Parent Information evening, held in September each year