



Attendance Procedures

Rationale

Regular attendance at school for every student is essential if students are to achieve their potential, and increase their career and life options. Schools in partnerships with parents are responsible for promoting the regular attendance of students. While parents are legally responsible for the regular attendance of their children, school staff, as part of their duty of care, record and monitor part and whole day absences. Schools, in providing a caring teaching and learning environment, which addresses the learning and support needs of students, including those with additional learning and support needs or complex health conditions, foster students' sense of wellbeing and belonging to the school community.

Associated policies and procedures

- [School Attendance Policy \(2015\)](#)
- [School attendance in NSW public schools procedures \(2015\)](#)
- [Exemption from school procedures](#)

Within this document

Click on the links to go to the page.

- [Staff responsibilities](#)
- [Attendance monitoring flowchart](#)
- [Inducting new staff](#)
- [Reviewing attendance procedures](#)
- [Leave requests](#)
- [Student attendance monitoring and communication Sheet](#)
- [Resources for planning and promoting attendance](#)

Staff responsibilities

- Regularly remind parents that good attendance is a factor in ensuring sound academic achievement
- Promote understanding of attendance through regular items in the school newsletter
- Conduct information sessions for parents that reinforce regular attendance
- Develop good parent-staff relationships to encourage regular attendance
- Work with regional support staff to identify and address any barriers to student attendance

Class Teacher

- Mark the roll by 9.15am every day in School Bytes
- Regularly acknowledge students who have good or improved attendance.
- Log all actions and communication in School Bytes Wellbeing
- Keep up-to-date copies of the roll in the class casual folders
- Notify supervisor of any absence concerns and add flag in School Bytes
- Monitor attendance of targeted students using Individual Attendance Monitoring and Communication Sheet
- Raise attendance concerns at stage team meetings for discussion

Admin Staff

- All late arrivals and early departures are entered in School Bytes – receipt taken to class by student
- Monitor responses to 10am daily automatic SMS sent to parents.
- Update all responses (SMS/verbal/email) in School Bytes
- Phone parents when no SMS response received after 2 days.
- Provide any casual staff with a casual folder, including current roll
- Manually enter casual rolls by 9.20am
- Unexplained absence notes sent to parents **fortnightly**
- Notify teachers of unmarked rolls
- Retain all notes and certificates – upload into School Bytes
- % attendance report fortnightly into LST meeting agenda

APs & Principal

- Regularly analyse attendance reports with the team in staff meetings - identify students with high absences and address issues
- Plan social media at the beginning of each term
- Identify and address any community issues which may lead to absenteeism (*e.g. Tell Them from Me Survey*)
- Ensure the accuracy of roll marking and that there is appropriate follow-up by school staff with parents/carers
- Ensure the follow up of absences adheres to the Department *School Attendance Policy*
- Regularly highlight the importance of accuracy in roll marking with staff, including training

Learning & Support Team

- Monitor and review student attendance in fortnightly Learning and Support Team meetings (minuted).
- Liaise with the Home School Liaison Officer (HSLO) regarding any attendance issues
- Complete HSLO referrals in School Bytes forms in collaboration with the teacher



Attendance Monitoring

Roll Marking

Teacher and non-teaching staff enter absences into School Bytes using the Department of Education Student Attendance Register Codes. **This must be completed by 9.10am.**

Following Up

Office staff ensure all absence reasons (verbal/email) received are entered in School Bytes.

Emails requesting reasons for unexplained absences are sent out from the office. Initial email requesting reason for absence is sent on the day of absence. A further email is sent out if the school has not received an explanation of absence after 7 days.

Patterns of Non-Attendance

Weekly review of attendance data in staff meetings identified attendance **below 90%**. If there is a pattern of non-attendance, teacher must contact the parent and express concern to supervisor. Ensure any parent communication is logged in School Bytes > Wellbeing. Add attendance flag to School Bytes.

Monitoring

If the student attendance issue continues, teacher requests a parent meeting to develop strategies to improve student attendance. **Compulsory School Attendance: Information for Parents** sheet given to parents.

Teacher completes an Individual Student Attendance Monitoring and Communication Sheet to track actions.

Learning & Support Team

If there is no improvement in attendance, the principal contacts the parents about attendance concerns with letter sent home. Medical certificate and information requested for any absences due to sickness. Referral to Learning & Support Team through School Bytes, attaching a copy of the completed ***Student Attendance Monitoring and Communication Sheet*** for review. All communication recorded in School Bytes.

Strategies Reviewed

Principal monitors attendance of student. Learning and Support Team review strategies implemented at fortnightly LaST meetings and provide feedback to the classroom teacher. Strategies modified/implemented e.g. school counsellor intervention. Record on monitoring sheet and in School Bytes.

HSLO Involvement

If attendance issue continues, complete Home School Liaison Officer (HSLO) application and relevant documentation. **If appropriate, consider using the Mandatory Reporting Guide if child-protection is a concern.**



Inducting new staff

All new staff required to mark the roll must be given a copy of the paper roll by office staff and are required to read and sign off on this document.

If appropriate, the office will arrange to add staff members to class rolls in School Bytes.

The paper roll must be dated for records.

Reviewing attendance procedures

The following will be undertaken periodically to ensure that attendance procedures are being followed and rolls marked correctly:

- Staff Kahoot quiz about attendance policy and codes to use (each semester)
- Office random physical checks of students onsite and matching with marked roll
- Review this document annually with all staff

Leave requests

When parents request leave for students, please make sure that Department procedures are followed.

- **Leave under 5 days** can be entered by the parent by clicking **create** in the planned absences section of their School Bytes Portal
- **Leave of 5 days** or above requires completion of an **Application for Extended Leave**. This is completed using a digital form in School Bytes. This is available in the parent portal as well, in the forms section.

Attendance Procedures



Student attendance monitoring and communication sheet

Name of student	
Class	
Year	
Teacher	

Record of attendance

Term 1		Term 2		Term 3		Term 4	
Total	Unjustified	Total	Unjustified	Total	Unjustified	Total	Unjustified

Action taken to restore attendance

Action	Date completed
Student interviewed	
Information and/or medical certificates sought for unexplained absences	
Phone call made to parent/carer expressing concern over attendance (logged in School Bytes)	
Request for teacher meeting with parents/carer regarding attendance improvement	
Letter sent home regarding attendance concerns, with attached <u>Compulsory School Attendance: Information for Parents</u> document.	
Student referred to Learning & Support Team for review of strategies	
Positive reward system implemented	
Principal contact with parents regarding attendance concerns with formal letter sent home.	
School counsellor intervention – if appropriate	
Other action/strategies used:	

Attendance has now improved. No further action required at this stage.

These actions have failed to improve attendance, referral to HSLO program made on:

Date: _____ Principal: _____

Resources for planning and promoting attendance

Key resources can be accessed through the Department's Attendance Matters website: <https://education.nsw.gov.au/student-wellbeing/attendance-matters-resources-for-schools>. These include:

- Newsletter and social media banners and posters (see below)
- Compulsory school attendance information for school and community
- Planning guides to improve attendance
- Attendance support program
- Attendance strategies
- Other resources to support improving attendance

Copy and use the images below in communications to parents:

Right-click 'save as picture'. Social media posts can be planned in advance through Meta Business Suite.

NSW Department of Education

Why attendance matters

When your child misses school they miss important opportunities to...



Learn



Make friends



Build skills through fun

education.nsw.gov.au



Minutes lost = days lost per year

A couple of minutes here and there doesn't seem like much, but...

When your child misses just...

they miss days per year

5 mins
per day

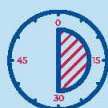


=

3 days

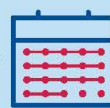


30 mins
per day



=

18 days



Patterns of lateness
can have a serious
impact on your child's
education.

education.nsw.gov.au

Days missed = years lost

A day here and there doesn't seem like much, but...

When your child misses just...

they miss weeks per year

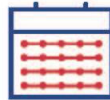
and years over their school life

1 day per **fortnight**



=

4 weeks



=

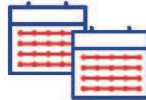
Over **1** year missed

1 day per **week**



=

8 weeks



=

Over **2.5** years missed

education.nsw.gov.au

Why attendance matters



When your child misses school they miss important opportunities to:



Learn



Make friends



Build skills through fun

Days missed = years lost

A day here and there doesn't seem like much, but...

When your child misses just...

they miss weeks per year

and years over their school life

1 day per **fortnight**
 = **4** weeks  = Over **1** year missed

1 day per **week**
 = **8** weeks  = Over **2.5** years missed