



GREENWICH PUBLIC SCHOOL

Partnerships and Opportunity, Excellence and Success

E greenwich-p.school@det.nsw.edu.au

W www.greenwich-p.schools@det.nsw.edu.au

Greenwich Public School Attendance Guidelines and Procedures

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This document has been developed collaboratively by school staff and the P&C Governance and Policy Subcommittee in reference to the Department of Education's School Attendance Policy found using the following URL, <https://education.nsw.gov.au/policy-library/policies/pd-2005-0259>.

Parents and carers are legally responsible for ensuring their child/ren of compulsory school age is/are enrolled in a government or non-government school, or are registered with NESA for home schooling, and attend every day the school is open for instruction.

Principals have a legal responsibility to ensure effective measures are in place to monitor and follow up student absences.

Responsibility of Parents

- Provide an explanation for absences to the school within 7 days of any absence
- Work in partnership with the school to plan and implement strategies to support regular attendance at school
- Apply for travel leave when it is longer than 10 days.

Students arriving late

Students arriving after the morning bell are required to be signed in at the office by their parent or carer. The office staff will update the roll and print a late slip which is to be given to the class teacher for record keeping.

Students leaving early

If parents or carers need to pick their child up early, please come to the school office. The administration team will call to notify the class teacher and arrange for the student to come to the office. The office staff will print a leaving early slip which is to be signed by the parent or carer and will then be delivered to the class teacher for record keeping.

Leave

If a student is going to be away for more than 10 consecutive days, parents and carers should inform the school and complete a leave application for principal approval prior to the leave being taken.

Frequent Absences due to Illness

Where frequent absences are explained as being due to illness, consultation with parents must occur regarding the health care needs of the child.

Principals can request that the parents provide a medical certificate if they have concerns with the explanation provided, or where there is a history of poor attendance.

Unsatisfactory Pattern of Attendance

Parents are responsible for the regular attendance of students at school. Principals and school staff, in consultation with students and their parents, will usually be able to resolve problems of non-attendance.

Ongoing therapist appointments

Whilst we strongly recommend that your child's therapy sessions are outside of school hours, we understand that it may not always be possible and for you to organise this and your child may need to leave early or start school later to attend therapies that cannot be re-scheduled at another time.

If you would like to request that your child is exempt from school to attend a therapist session, you will need to apply for a part-day exemption. The request is for ongoing sessions, not one-off sessions. This exemption must be approved by the school Principal. If you would like to apply for an exemption, please email school of your request to start the application process.

Attendance Resources

Compulsory school attendance – parent document

[https://education.nsw.gov.au/content/dam/main-education/en/home/student-wellbeing/attendance-matters---resources-for-schools/Compulsory school attendance parents QAupdate 2022.pdf](https://education.nsw.gov.au/content/dam/main-education/en/home/student-wellbeing/attendance-matters---resources-for-schools/Compulsory%20school%20attendance%20parents%20QAupdate%202022.pdf)

Quick reference guide

Late Arrivals

Students come to the school office on arrival to receive a late note. The late note is then given to the classroom teacher.

Early Leavers

Parents are to come to the office. The office staff call the student's teacher to have the student sent to the office for the parent to accompany their child offsite.

Sick Students

Parents to email or phone the school.

Application for Extended Leave for more than 10 days of leave

Parents request a form from the office or print one from the website (Under rules and policies). Fill in and attach supporting documentation and return to the school for the Principal to approve. A copy is then given back to the teacher and the parents.

Application for Extended Leave for less than 11 days of leave

Parents email the school with details of absence.

Ongoing therapist appointments

Parents are to email the school outlining the sessions details; day, time, how many weeks the appointment is for.

All correspondence should be through greenwich-p.school@det.nsw.edu.au.