



Kincumber Public School Plan Student Attendance

Key Accountability: Student Wellbeing

Departmental Plan References:

<https://policies.education.nsw.gov.au/policy-library/policies/school-attendance-policy?refid=285839>

Next Review Date: Term 1, 2025

Purpose

The aim of this plan is to provide teachers and parents with guidance to maximise student attendance and learning. It should be read in conjunction with the DoE plan *School Attendance Plan PD-2005-0259-V07* and *Student Attendance in Government Schools – Procedures 2015*.

Rationale

Regular attendance at school is essential if students are to maximise their potential. Schools, in partnership 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 a part of their duty of care, monitor part or whole day absences.

Implementation

The principles of this plan include that:

1. Minimal disruption to a child's school day provides the best opportunity to learn.
2. The school's target attendance rate is 90% or better.
3. Excellent and improved attendance is acknowledged.

The school is expected to comply with all policies and procedures of DoE relating to enrolment and attendance

1. School administrative and teaching staff will follow current DoE memoranda and DoE and school plan documents when enrolling students and maintaining attendance registers.
2. The school will use compliant third-party system software to maintain attendance registers.
3. Kincumber Public School uses the DoE online enrolment system for local and out of area enrolments.
4. Once enrolment is accepted, enrolment documentation will be stored in the Student Record Cards that are filed in class groups and stored in the school's security room.



5. Class rolls will be retained for 3 years and explanatory notes for one year from the date received. **NB** *Attendance records including class roll must be kept until a student reaches the age of 24 years when an accident is reported.*
6. The school has attendance checking procedures to enable it to identify and assist students with unsatisfactory attendance, including a designated Attendance Co-ordinator.

Teachers are expected to maintain documentation and monitor attendance according to policies and procedures of DoE and KPS

1. Class teachers will maintain an accurate record of student attendance using the approved electronic class roll, mark it using approved codes and maintain a register of explanations received for student absences notified in writing, verbally, via email or through the Sentral Parent Portal.
2. Class teachers will use a printed class roll in the event of any malfunction of technology or power failure and in the first week of a new school year until advised to mark on Sentral.
3. Class teachers will monitor student attendance and report to supervisors any concerns about student attendance for consideration by the Learning Support Team and possible referral the Home School Liaison Officer.
4. Class teachers will request an explanation of a child's absence within two (2) days of any unexplained absence. *An absence is unexplained if parents have failed to provide an explanation to the school within 7 days of the first day of any period of absence.* Teachers should not wait for the seven days to elapse.
5. Class teachers will follow up persistent and regular absences and document phone contact with parents/carers or emergency contacts. In the case of students on the attendance concern register, teachers will make contact for an explanation via the parent portal on the first day of absence.
6. Class teachers will not allow students into class late or leave school early without a note from the office.
7. All teachers have a responsibility to be aware of, and understand their obligations with regard to plan and procedures, use of attendance codes, monitoring and following up attendance.

SAS staff are expected to support teaching staff to maintain compliant attendance systems

1. SAS staff maintain late arrival and early departure records and refer to school executive staff for guidance regarding plan when managing partial attendance, particularly early departures where family access may be concerned.
2. SAS staff refer explanations from parents whose children are on the attendance concerns register to the principal or delegate for approval, including for future absences notified on the parent portal.
3. SAS staff complete the DoE attendance app daily by 10am (if required.)



The Attendance Coordinator is expected to monitor overall school attendance and support the Learning Support Team to address issues of attendance

1. The coordinator supports class teachers and school executive to accurately monitor attendance.
2. The coordinator completes and submits referrals to the DoE attendance support team at the request of the learning support team (LST).
3. The coordinator collaborates with teachers and the LST to develop attendance plans for students who are attendance concerns.
4. The coordinator attends stage meetings to discuss attendance and students of concern.

Students are expected to attend school according to government legislation

1. Students will attend during the school's hours of opening i.e. 8.20am – 2:40pm unless involved in organised school activities.
2. Students will be punctual to classes and other scheduled activities.
3. Students must present to the office before, either going to class if late to school, or leaving the school if going early.
4. Students cannot explain their own absences including whether a partial or whole day absence from school or participation in periods of remote learning.

Parents are expected to support their children's attendance at school

1. Parents should minimise disruption to their child's school day due to late arrivals, early departures for appointments, leisure or family activities.
2. Parents should expect that approval for leave for family holidays may not be given where a student's term attendance rate is below 90%.
3. Parents are required to explain the absences of their children from school promptly and within seven days to the school. An explanation for absence must be provided to the school within 7 days of the first day of any period of absence, preferably through the Sentral Parent Portal, otherwise in writing, via email to the school, written note or phone call to the school office.
4. Parents should be aware that intentionally providing false or misleading explanations for absences may require documentation such as medical certificates to justify absences.
5. Parents should be aware that absences that are persistent and regular will be referred to the attendance coordinator for follow-up.
6. Parents should inform the school when intending to transfer to another government school, non-government or interstate school.
7. Parents should seek approval from the principal for leave from school and provide relevant documentation to support a request for approved leave. Such documentation might include medical certificates, travel/accommodation bookings etc. Approval is not automatic; parents should refer to the decision guide when applying.



8. Parents should provide written or verbal explanations where a child is late to school or where approval to collect children from school early is sought.
9. Parents must present to the office to collect children from school early.