

Attendance Procedures

Rationale

Regular attendance at school is essential if students are to maximise learning opportunities, achieve their potential and increase their career and life options. School staff record and monitor part and whole day absences of students as part of their duty of care. Supporting positive school attendance is a shared responsibility between the school, parents/care givers and the student. Parents are legally responsible for the regular attendance of their children.

This document should be read in conjunction with the [School Attendance Policy](#) and [Attendance Matters Website](#).

Responsibilities

School:

The school will support the regular attendance of students through:

- providing safe and engaging learning environments that encourage and support student attendance
- teaching staff contacting parents/care givers within 2 days of a student absence where notification for the absence has not been provided (after 7 days an absence will be recorded as unexplained)
 - contact will be made via either phone or through sending home a "Parent/Carer Explanation for Absence" form (Appendix 4)
- maintaining daily accurate records of student attendance. Teachers, supported by School Learning and Support Officers, will record attendance using School Bytes, and effective roll marking procedures will be implemented when variation to normal school routine occurs
- monitoring and analysis of student attendance and attendance patterns by school executive and the Learning Support Team
- the implementation of programs and practices to address attendance issues where necessary
- staff provision of ongoing clear information to students and parents regarding attendance requirements and consequences of unsatisfactory attendance, including where relevant identifying patterns of concern. This will be done through meetings, face to face discussions or via email and phone communication, involving contact from teachers or executive
- ensuring school staff are provided with information on attendance requirements and their obligation to monitor and promote regular attendance at school. These processes will be reviewed annually

Any matter relating to school attendance where safety, welfare or wellbeing concerns arise for a student, consideration will be given to the requirements of the Protecting and Supporting Children and Young People Policy, and all required reports are made to the Community Services Child Protection Helpline, or contact made with the Child Wellbeing Unit (as required by the Mandatory Reporter Guide).

Parents:

It is a legal requirement that the parent/guardian of a child of compulsory school-age ensures their child is enrolled at and attends school up until the age of 17. Parents/caregivers will work in partnership with the school by ensuring:

- students **arrive by 9.00am** each school day. For late arrival (after 9am) or early leave (before 2:25pm) please contact class teacher or the school office with a reasonable explanation and to sign your child in or out
- student absences are explained promptly and within seven school days. Provide medical certificates when frequent or ongoing absences are explained as being due to illness. Where possible, please inform the school prior to a known absence. Communication can be made through a note, email, or telephone call





- they work with school to resolve attendance issues that may arise and support any interventions that have been put in place to support the welfare of the student

Home School Liaison Officer:

If regular student absences occur or continue to be unexplained, a referral may be made to a Department of Education Home School Liaison Officer (HSLO). The role of a HSLO is to work with families to ensure attendance remains at an acceptable level and in extreme circumstances, this may result in legal consequences for parents/carers.

Supporting Attendance

As a School for Specific Purposes, our approach to supporting attendance is on a case-by-case basis involving the student's multi-disciplinary team. The school's Learning and Support Team, and teaching staff, in partnership with parents/caregivers, will identify and implement strategies that address the learning and support needs of a student with attendance patterns of concern. According to student needs, this includes:

- student case meetings
- PLSP review meetings
- referral to the Learning Support Team

Exemption from School

If your child will be absent from school for a period of time due to hospitalisation, family circumstances or travel, the parent/carer must contact the school and complete an *Exemption from School* form, providing original supporting documentation as required. If supported, the exemption will be approved by the school principal and/or the school director. *This process must occur prior to the event.*

Attendance Flowchart and Attendance Roll Procedures for Lucas Gardens School

An Attendance Flowchart and Attendance Roll procedures for Lucas Gardens School follow in the attached appendices.

Appendix 1. Attendance Flowchart

Appendix 2. Attendance Roll Procedure

Appendix 3. Casual Teacher Roll Slip

Appendix 4. Parent/Carer Explanation for Absence

Gianoula (Jenny) Zagas

Principal | Lucas Gardens School

09/02/2023

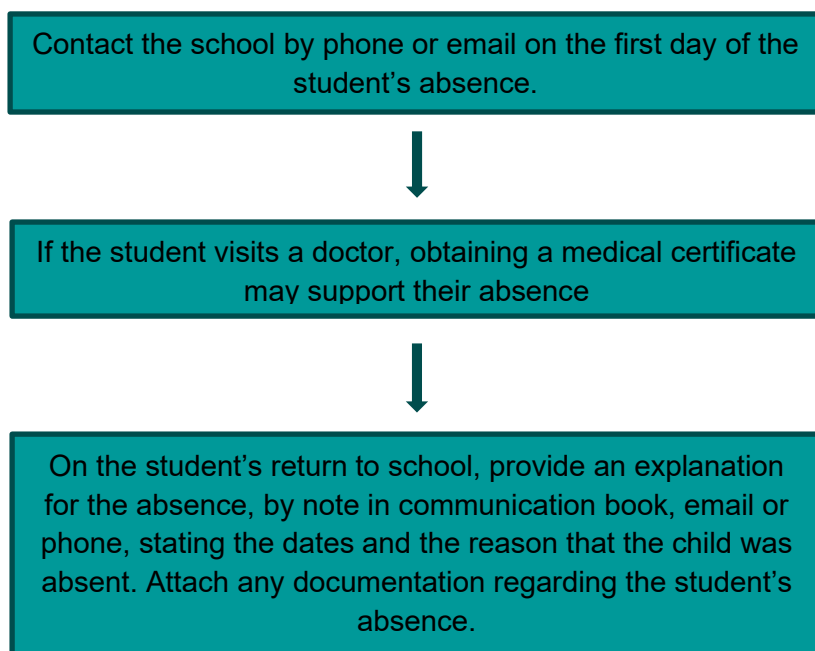
Appendix 1

Attendance Flowchart

Students should be at school unless they are:

- sick or have an infectious disease,
- attending an unavoidable medical or dental appointment (when possible, appointments should be made after school or during holidays),
- required to attend a recognised religious holiday,
- required to attend an exceptional or urgent family circumstance, including a funeral.

If your child is absent for any reason, please follow the diagram below.



Appendix 2

Attendance Roll Procedure

1. Students attend school 5 days per week.
 - a. Students must arrive at school by 9:00am, however bus lines commence by 8:35am
 - b. Parents may collect students from 2:25pm each afternoon, and all students must be collected by 3:00pm
 - c. Assisted School Transport Program buses will be permitted to depart from 2:45pm
2. Each teacher is responsible for marking and submitting their class roll via School Bytes daily by 9:30am
 - a. In the event a teacher is absent, the casual teacher must complete and submit a Casual Teacher Roll Slip to the Assistant Principal office by 9:30am
 - b. The Assistant Principal responsible for the supervision of that class will enter attendance data and submit the roll via School Bytes
3. Students that arrive between 9:00am and 2:25pm must check-in through Passtab at the front office
4. Office staff are responsible for migrating late arrival data to School Bytes on the following school day
5. Parents are able to submit a planned absence for their child via the parent portal within School Bytes. Planned absences will be monitored and approved by the school office each morning before the commencement of the school day.
6. In the event a student is absent from school and there has been no explanation, the class teacher will send a communication via School Bytes, or send home a Parent/Carer Explanation for Absence form
 - a. If the Parent/carers responds via a School Bytes communication, this will be automatically updated in School Bytes
 - b. If the Parent/carers Explanation for Absence form is returned to the school, the class teacher is responsible for updating attendance in School Bytes
7. In the event a student has been absent for 2 days with no explanation received, the class teacher will call the family to ascertain the reason for absence, and document the call via a wellbeing record in School Bytes.
8. School Attendance Register Codes are as follows:

A - The student's absence is unexplained or unjustified. This must be used if no explanation has been provided by parents within seven days of the occurrence of an absence or the explanation is not accepted by the principal.

S - The student's absence is due to sickness or as the result of a medical or paramedical appointment. In these cases, a medical certificate is provided, or the absence was due to sickness and the principal accepts this explanation.

L - An explanation of the absence is provided which has been accepted by the principal. E.G., misadventure or unforeseen event, participation in special events not related to the school, domestic necessity such as serious illness of an immediate family member, attendance at funerals, travel in Australia and overseas, recognised religious festivals or ceremonial occasions.

E - The student was suspended from school

M - The student was exempted from attending school and a Certificate of Exemption has been issued by a delegated officer

F - The student is participating in a flexible timetable and not present because they are not required to be at school E.G HSC Pathways Program, Best Start Assessments, Trial or HSC examinations, VET courses, Covid (working/learning remotely)

B - The student is absent from the school on official school business, where the principal approves the student leaving the school site to undertake for example, work experience, school sport (regional and state carnivals), school excursions, student exchange



- H - The student is enrolled in a school and is required or approved to be attending alternative educational setting on a sessional or full-time basis, such as tutorial centre and programs, behaviour schools, juvenile justice, hospital schools, distance education.
9. The Assistant Principal responsible for monitoring attendance will generate attendance reports once a fortnight to monitor attendance, and at the end of each term will generate a roll marking report to ensure all rolls are marked for the term.



Appendix 3

Lucas Gardens School Casual Teacher Roll Marking

Please fill in this form when you are relieving a class teacher and return to the Assistant Principal office by 9:30am.

Class Name: _____

Date: _____

Casual Teacher: _____

SLSO: _____

Student Names

Mark Roll

P	?	S	A	L
P	?	S	A	L
P	?	S	A	L
P	?	S	A	L
P	?	S	A	L
P	?	S	A	L
P	?	S	A	L
P	?	S	A	L

Key: P=present, ?=unexplained absent, S=sick, A=explained unjustified absence, L=leave (principal approved only)
 Codes S, A & L are only to be used when there is a note or phone contact from the parent/carer



Appendix 4

Parent/Carer Explanation for Absence

As per Department of Education policy, an explanation is to be provided to the school when a student returns from any absence. If you know in advance that your child will be absent, make a note in the student's communication book or phone the school on 9744 6461 or email the school at lucasgardes-school@det.nsw.edu.au

To: Lucas Gardens School

Please accept the explanation for my child being absent from school, as follows:

Student Name.....Roll Class.....

My child was absent from school on the following date/s.....

Explanation (please print):

.....
.....

Parent/Carer Name.....

Parent/Carer Signature.....Date.....

Teacher use only

Explanation code - please ✓ ☐ A ☐ S ☐ L ☐ M ☐ H Additional Information.....

Explanation provided via - please ✓ ☐ Com Book ☐ Phone Call ☐ Email ☐ Other.....

Office use only: Date keyed.....Keyed by.....

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