NORMANHURST BOYS HIGH SCHOOL

Normanhurst Boys High School Attendance Procedures

Supporting positive school attendance is a shared responsibility - everyone has a role

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Why Attendance Matters

Introduction

Normanhurst Boys High School works in partnership with our parent/carers to encourage and support regular attendance of our students. Regular attendance at school is essential for any young person to achieve their educational best and increase their career and life options.

When students attend school every day, learning becomes easier, and the student will build and maintain friendships with their peers.

Education in New South Wales is compulsory for all children between the ages of six years and below the minimum school leaving age of 17 years. The Education Act 1990 requires parents ensure their children attend school each day that it is open for students.

Parent/carer Responsibilities

Parent/carers are to ensure that:

- their child attends and is on time every day that school is open for their instruction.
- an explanation for absences has been provided to the school within 7 days from the first day of any period of absence, including lateness and early departure.
- they communicate with the school if they are aware of issues impacting on their child's attendance or engagement with school.
- where possible, medical appointment are not made during school hours.
- extended leave should be requested only for exceptional circumstances and approved prior by the Principal (see page 5).
- their contact details, including mobile phone number, are always kept up to date.

Student Responsibilities

Students are to:

- attend every timetabled lesson unless approved leave has been granted.
- be on time to school every day and each lesson.
- hand in an early leaver parent note, to the Front Office, by 8.30am on the day.
- speak to their teacher and catch up on missed work and information when they return from an absence.
- refer to the School's Assessment Policy if absent on the day of an assessment task is to be completed or submitted.
- speak to their parent/carers, Year Adviser or a staff member if they are having trouble coming to school.

School Responsibilities

Encouraging regular attendance is a core school responsibility.

It includes:

- providing clear information to students and parent/carers.
- effective measures in place to monitor and follow up student absences.
- staff, including new staff and casual teachers, are provided with information on attendance requirements and their obligation to monitor and promote regular attendance at school.
- Child Protection requirements are adhered to for any matter relating to school attendance where safety, welfare or wellbeing concerns arise for any student.

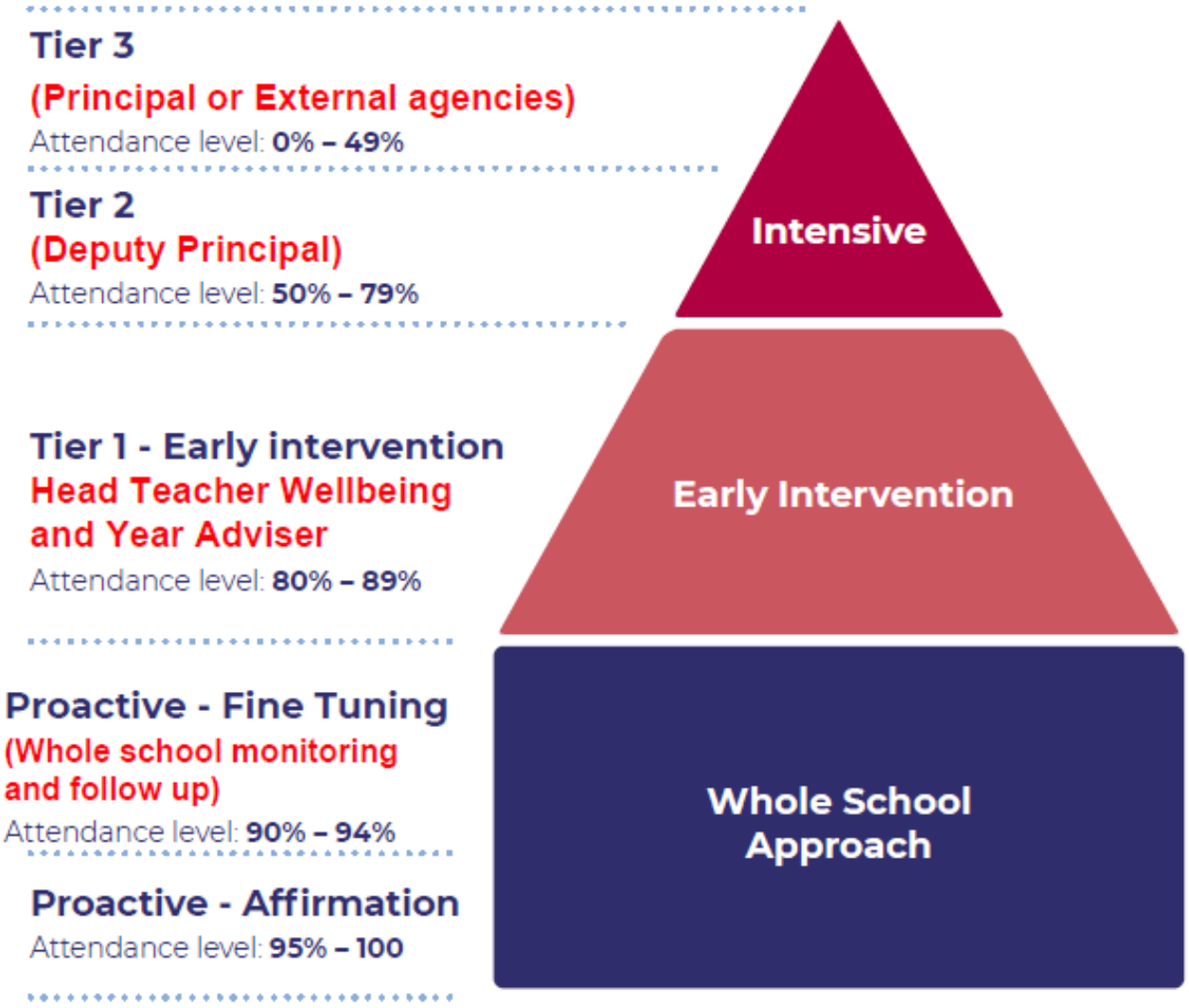
Staff Responsibilities

Staff are to:

- provide a caring teaching and learning environment which fosters students' sense of wellbeing and belonging to the school community.
- promote regular attendance at school through teaching and learning activities that acknowledge the learning and support needs of students.
- maintain accurate records of student attendance every lesson.
- alert the Principal, or staff member responsible for monitoring attendance, when a student's pattern of attendance is a wellbeing or welfare concern.
- school activities are communicated to the Front Office in a timely manner.

Attendance Strategies

Whole school attendance, modelled on a tiered framework of support and intervention and tailored to the school community, creates a positive environment for engagement and learning.



Unsatisfactory pattern of attendance

A child is considered to have an unsatisfactory school attendance when they have:

- regular or extended periods of absence without explanation (despite follow-up from the school), or
- explanations provided by parent/carers for regular or extended periods of absence that are not accepted by the Principal.

Unsatisfactory pattern of attendance includes consecutive, regular, or irregular patterns of non-attendance.

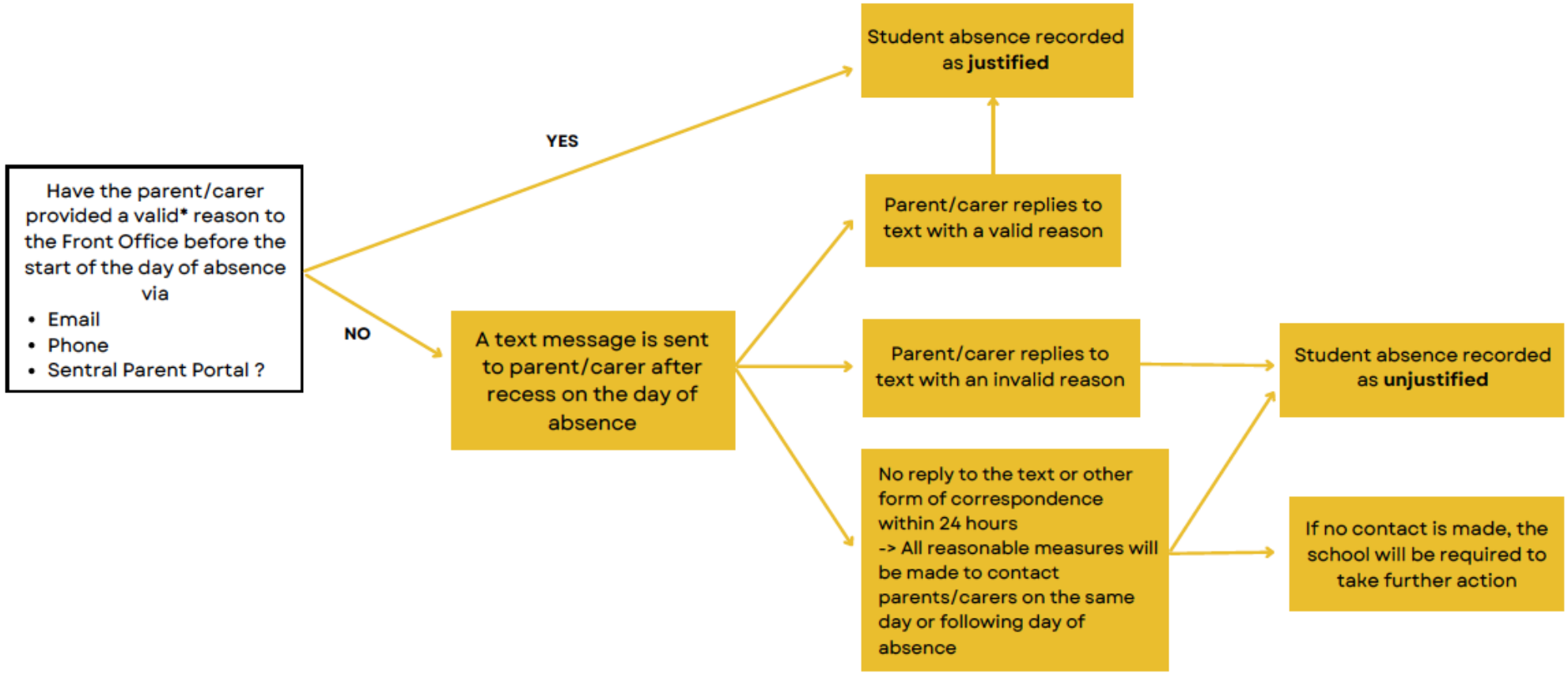
Resolution of attendance difficulties requires a targeted school-based strategies including:

- meeting with the student and parent/carers with their Year Deputy Principal
- referral to the school's Wellbeing and Learning Support Team
- development of an attendance improvement plan with the student and parent/carers
- referral to the DoE Home School Liaison Officer (HSLO)
- the Wellbeing and Learning Support Teacher working with DoE staff and other external agencies.

Lateness is partial absence.

Students may run late on rare occasions, however, persistent lateness can have a large impact on student learning. Late arrivals are recorded as partial absence. Student lateness is monitored daily and meetings with parent/carers will be arranged for students with persistent lateness.

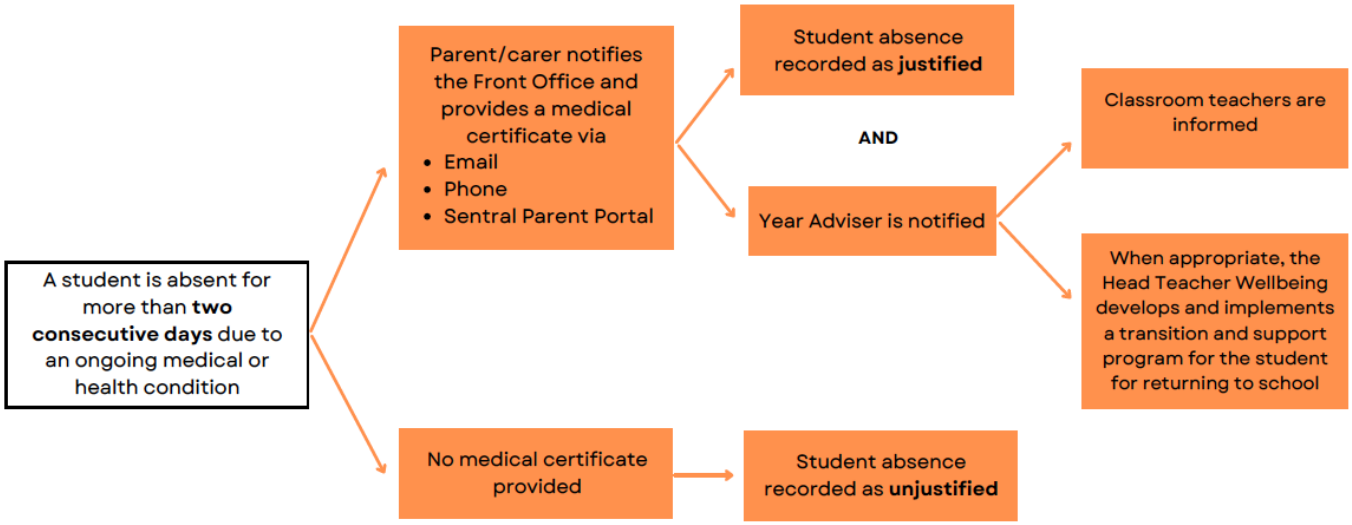
First Day of absence



* Valid reasons may include being sick, or having an infectious disease, having an unavoidable medical appointment, being required to attend a recognised religious holiday, exceptional or urgent family circumstance (e.g. attending a funeral). *Sleeping in, tired or studying, missing transport are not valid reasons.*

Please note: If no contact is made within one week and attempts have been made with all listed contacts, including emergency contacts, and the child is still absent, the Wellbeing and Learning Support Team may contact Police for a Welfare Check of the child.

Longer term absence for medical reasons (more than two days)



Longer term absence for non-medical reasons (more than two days)

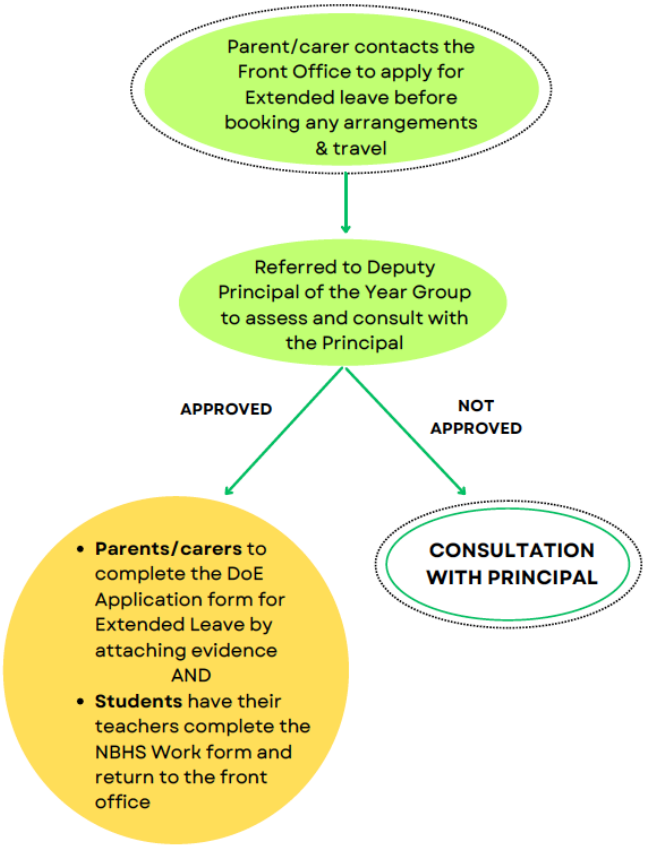
If a child is going to be absent for more than two days, the parent/carer is expected to contact the school, to provide the relevant information and seek Principal approval.

Extended Leave for travel – requires Principal approval

Family holidays and travel during the school term are not approved and are considered as an unjustified absence. Only exceptional circumstances will be considered and approved.

Parent/carers are required to contact the Front Office to request for Principal approval for ANY extended leave during school term. **This should be done well in advance and prior to booking any arrangements or travel**.

If it is not in the best interests of the student's educational, social and participation, the Principal **may not approve** the application.



NSW Department of Education

NSW GOVERNMENT

Every Day Matters

Days missed = years lost

If your child misses as little as **1 day per week**, they will miss **8 weeks of school per year**, which adds up to over **2.5 years missed over their school life.**

When your child misses school they miss important opportunities to:

- Learn
- Strengthen friendships
- Build skills through fun

Scan the QR code to learn more

DoE Resources

Department of education Website

https://education.nsw.gov.au/schooling/school-community/attendance-matters-resources-for-schools/compulsory-school-attendance

https://education.nsw.gov.au/schooling/school-community/attendance-matters-resources-for-schools/attendance-strategies

Advice to Parents and Carers

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/schooling/translated-documents/compulsory-school-attendance-information-for-parents

NORMANHURST
BOYS HIGH SCHOOL

Fostering excellence in young men through holistic education

Principal: Ms Asli Harman
Deputy Principals: Mr Frank Abas, Ms R Thomas, Ms C Jelfs (ACIP)

Phone: +61 2 94891077
Email: office@normanhurstboys.nsw.edu.au
Website: www.normanhurstboys.nsw.edu.au