

## Attendance Framework

### Policy Statement

This framework is written in compliance with the [School Attendance Policy](#), [Policy Management, planning and reporting for Schools: Student enrolment data and reporting](#) and [Wellbeing Policy](#).

#### 4. Roles and Responsibilities

##### Parents/carers:

4.1.2 in line with department guidelines parents/carers are required to:

- Explain the absences of their children from school promptly and within 7 days to school. An explanation for absence must be provided to the school within 7 days of the first day of any period of absence.
- Nurse Unit Managers and Clinical Nurse Consultants can provide an explanation of student absence by marking a No Service due to illness on the Patient Flow Portal. If a parent disagrees with the decision of the treating team, the parent will be directed to discuss this with the Ward Team Leader or Nurse Unit Manager.
- A student's first school session will be scheduled by the SCHS administration team on enrolment. This will be with the relevant executive member.

##### Principal/ administration staff and teachers:

4.2.1 must provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance. This is completed on enrolment and with regular contact with parents/carers by teachers and the administration team as required.

4.2.2 must ensure the school has effective measures in place to monitor and follow up student absences.

- Students at Sydney Childrens Hospital School (SCHS) will either be on a Part Day Exemption or Full Day attendance plan.
- Teachers mark student absences as either:
  - Sick (**S**)
  - Flexible (**F**)
  - Exempt (**M**) – absences with this reason are not counted as attendance days in the student percentage calculation
  - Shared enrolment – (**H**) – students are expected to be attending their census schools as part of their transition process

## **Absenteeism**

4.2.3 Principal or their delegate will undertake all reasonable measures to contact parents promptly and within 2 school days of an absence being unexplained if contact has not already been made. An absence is unexplained if parents/carers or medical treating team have failed to provide an explanation to the school within 7 days.

Teachers mark the attendance roll in SENTRAL at the beginning of each day and/or during the student's allocated lesson each day.

The administration team will record student attendance throughout the day, capturing late arrivals and early leavers.

The administration team will contact the parent/carer of any Outpatient student via SENTRAL's SMS system requesting the reason for absence from class by 10.30am. The response will be recorded by the administration team on SENTRAL as an explained absence. attendance record.

SMS/email Message sent from SENTRAL Dashboard:

'Your child XXX was marked absent from school today. Please provide a reason via the SENTRAL portal.'

**Student attendance at Sydney Childrens Hospital School is currently recorded in SENTRAL.**

### **1. Electronic Ward / Class Attendance Record**

The teacher providing a ward or remote service will mark the roll via SENTRAL on their arrival/departure. If student is not present on ward or remote, the teacher will mark the student absent/ sick (S) on SENTRAL. The allocated teacher will call the parent to offer a rescheduled time.

- Attendance is recorded electronically with SENTRAL from the allocated classroom teacher or ward/remote teacher
- Late arrivals and early leavers are registered in SENTRAL via the school's administration team.
- Census schools can request a summary of the student's attendance during the shared enrolment at discharge.

### **2. Evacuation Register**

The purpose of this is to ensure all students in the class are cared for appropriately in the event of an evacuation. Evacuation Registers are accessed daily via SENTRAL.

Last Reviewed: 12 March 2025  
Next Review date: 12 March 2026