BASE

BE AT SCHOOL EVERYDAY

Wiripaang Public School

Be at School Everyday (BaSE) Attendance Initiative

Wiripaang Public School aims to create a learning community where everyone achieves personal excellence. Staff value academic achievement and hold high expectations that every student can and should work towards their potential. Staff listen to students and act in their best interests, and they ensure that students have a true perception that they are accepted, valued and cared for in our school setting by their peers and others. To ensure that these aspects and goals are achieved, it is pivotal that all children attend school each and every day. Regular attendance at school is essential if students are to maximise their learning. Wiripaang Public School, in partnership with parents and/or carers, are responsible for promoting the regular attendance of students. Parents and /or carers have a duty to comply with the compulsory education requirements of the Education Act 1990. Under their duty of care, staff monitor, part or whole day absences.

Wiripaang Public School's Attendance Policy is based upon the Department of Education ***'Enrolment of Students in NSW Government Schools Guidelines'*** which is a direction for the enrolment of students in NSW Government schools.

Policy Statement

Wiripaang Public School is committed to providing high quality education to all students enrolled. The school supports parents' and / or carers duty to enrol a child of compulsory school-age in a NSW Government school. Parents or carers may enrol their child in Kindergarten at the beginning of the school year if the child turns 5 years of age on or before 31st of July in that year. The Education Act 1990 mandates that all children must be in compulsory schooling by 6 years of age.

Parents or carers may apply to enrol their child at any school, however, are entitled to enrol their child at the local school within the designated intake area which the child is eligible to attend. The Secretary designates school intake areas. Please see the office for details of the intake zone for Wiripaang Public School.

Objectives

- To develop systematic practices and systems across the school that are consistent and purposeful in enhancing student attendance.
- To develop proactive approaches and /or incentives to enhance student attendance in order to maximise learning opportunities.
- To record and monitor students' attendance on a consistent basis to ensure that concerns can be identified and steps can be taken to support and assist families.
- To acknowledge and celebrate success in student attendance.
- To increase accountability of student attendance - students, parent/carers, teachers, community.

Roll Marking Procedures

The following points should be noted: It is the teacher's responsibility to record student attendance on SENTRAL at the commencement of the school day, collect and store notes for absences and monitor and follow up issues of non-attendance with their supervisors. The office staff are only responsible for ensuring all rolls are marked daily in SENTRAL.

- Roll marking is to be recorded daily and accurately by teachers on SENTRAL at the beginning of the school day. In the event of technology failure, teachers need to mark a paper roll, sign and send to the office at the beginning of the school day and before 9.30am.
- Casual teachers are to mark the roll on a class list, sign and send to the office if they cannot access SENTRAL.
- An SMS through the SENTRAL system is distributed to parents/carers by 10am each day if their student is absent. Parents/Carers may respond back with a reason for absence.
- School Development Days and Public Holidays are deactivated in SENTRAL.
- A late arrival docket or early departure docket is printed by the office staff. This will automatically appear in the class roll for students who arrive after 9:05am or leave before 2:55pm. If a child arrives late – after the roll has been marked- please send them back to the office for a late note. Students must not be accepted late unless accompanied by a parent/carer or an authorised note from the parent/carer. Without this, the student's late arrival should be marked as unjustified and parents/carers contacted to ensure that the partial absence is correct.
- If a child brings a note requesting to leave early, the student must not leave early unless collected by a parent/caregiver or their approved nominated person/s.
- If a student consistently arrives late or leaves early the relevant Assistant Principal should be alerted by the class teacher.
- Unexplained or unsatisfactory reason for absences should be marked 'A' and the relevant Assistant Principal alerted by the class teacher.
- Teachers must follow the DoE guidelines for identifying the type of absence for a student- Unexplained- A; Explained: S-sick; B-school business; E-suspended; F-flexible; A-unjustified; L-leave (approved); M-exempt (only entered on the roll after the principal has received notification that the absence has been granted exempt- must be applied for before absence); H-shared.
- Teachers responsible for students attending whole or part day out of school activities, including sport, debating or other excursions, will supply the names of the students participating to the office. On return to school the supervising teacher will supply a signed adjusted attendance record to the office. Early leavers from excursions and other variations of routine, e.g. those going home directly with parents must be recorded including time and who has taken responsibility for the child. The record must also be signed by the teacher and returned to the office at the end of the day.
- Part day exemptions from school e.g. partial attendance program, negotiated between the parent and the school, where the student attends part of each day, with the aim to return to full time attendance- must be approved by the Director Educational Leadership.
- Special circumstances registers are to be used when there are part or full day industrial action involving teachers, approved school development days, days on which the school is inaccessible due to natural occurrences such as fires or flood. The special circumstances roster should specify the date, times of variation, list the students attending and be signed by the teacher maintaining the register. In the case of the partial day industrial action attendance sheets (manual class roll) will only be used to indicate children attending during minimal supervision times and students who arrive after teachers are back on duty. (Do not mark formal rolls on SENTRAL in the instance).

Attendance Monitoring Procedures

- Teachers are to monitor absences and unjustified lateness and any concerns should be brought to the attention of the Assistant Principal of that stage.
- The Assistant Principal will monitor rolls on fortnightly intervals and bring any concerns to the attention of the Deputy Principal Wellbeing.
- The Deputy Principal will investigate further and gather information to be taken to the attendance committee meeting each fortnight.
- The Attendance committee (Deputy Principal Wellbeing, Principal, AEO and HSLO) will meet fortnightly to discuss and review student attendance concerns.
- The attendance committee (HSLO, AEO and Deputy Principal, Principal) will communicate the information discussed at the fortnightly meeting to staff via email using the Excel spreadsheet. This is also available for viewing in the Wiripaang Public School Google Drive share page.
- The class teachers, HSLO, AEO and Deputy Principal will monitor attendance of notified students with the assistance of the relevant Assistant Principals who will make daily checks on these students' attendance.
- The HSLO will be notified fortnightly of the any non-attendance of the monitored students.
- All records will be maintained so that they are easily accessible for the HSLO.

Responsibilities and Delegations

Principal:

- Will provide incoming staff with roll marking procedure in induction pack, including this document and BaSE Information booklet.
- Remind staff each year about roll marking procedures in email and/or staff meeting updates.
- Accept or decline applications for enrolment in accordance with this policy's implementation procedures.
- Maintain an enrolment register containing accurate enrolment data.

- Arrange to obtain relevant student information, oversee risk assessments, and develop risk management plans for prospective students with special needs, including students with disability, or with safety, health or wellbeing concerns.
- Develop selection criteria, which are not unlawfully discriminatory, for non-local enrolment applications for use when demand exceeds the number of places available.
- Take reasonable steps to ensure that a student with disability can apply for enrolment on the same basis as a student without disability and without experiencing discrimination.
- Inform parents and community members about the school's procedures for enrolment.
- Determine appeals to applications for enrolment and adult enrolment that have been declined by enrolment panels, provided they are not part of the panel.
- Share information relevant to student and school safety with other principals when transfer of information is requested in order to enrol a child in another school in accordance with this policy's implementation procedures.
- Operate within enrolment caps and local enrolment buffer levels.
- Advise the Director, Educational Leadership of enrolment trends in the school.
- Work collaboratively with the Deputy Principal Wellbeing and Assistant Principals to review student attendance and implement appropriate school-based interventions/ initiatives.
- Support Executive in completing home visits to ensure student welfare and wellbeing when absences have been repeated or consistent.

Deputy Principal Wellbeing

- Oversee BaSE initiative practices and systems.
- Support and advise staff of BaSE roles and responsibilities.
- Communicate follow up procedures, actions for staff to complete each fortnight, via Excel Spreadsheet communicated via email and stored on the Wiripaang Public School Google Drive page.
- Complete phone calls and home visits to support BaSE initiative.
- Work with HLSO to monitor, support and implement initiatives to enhance attendance.
- Complete MRG's for habitual absences.
- Complete HLSO applications for students deemed at risk.
- Work collaboratively with the executive staff to implement the BaSE initiative .

Assistant Principals

- Provide regular overseeing of the accurate recording of students' attendance.
- Follow up instances of unsatisfactory attendance through phone calls, emails, face to face conversations and meetings with parents/carers.
- Liaise with the Principal, Learning Support Team and the HSLO (Home School Liaison Officer) to support the implementation of strategies for students/families with underachieving attendance rates.
- Support LST referrals that have been made for students displaying underperforming attendance.

Class Teachers:

- Understand the importance of accurately recording and carefully monitoring student's attendance and do so efficiently and effectively.
- Ensure class roll is marked promptly each morning at the beginning of the school day before 9.30am.
- Ensure absence notes received are promptly recorded accordingly on the class on SENTRAL, roll using the appropriate absence codes.
- Contact parents/carers if absence continues and is unexplained after 2 days.
- Provide a caring, stimulating and successful learning environment which will encourage students' regular attendance.
- follow up absence explanations that have been deemed as unexplained.
- Monitor and inform supervisors of student absences from students that have been noted as 'monitor' in the excel spreadsheet.

Parents/Carers:

- Understand the legal requirements and educational necessity for regular school attendance.
- Are supported to overcome issues that contribute to poor school attendance.
- Have the duty of enrolling a child of compulsory school-age at a government school or registered non-government school, or to register for home schooling.
- When required by the school, provide accurate information and documentation necessary to allow the school to establish a child's entitlement to enrol and to implement any risk assessments or management plans at the school.
- Inform the school either by phone call, SMS, email of face to face communication why a student has been absent. For students that have been away for more than three (3) days a medical certificate is to be provided.
- Complete an Extended Leave form for when student absences are longer than five (5) days.

Students:

- Take pride in regular attendance.
- Strive to be at school at or above the nominated target of 95% attendance.
- Are assisted in overcoming problems that contribute to poor attendance.

The HSLO (Home School Liaison Officer):

- Provide the school with support in its endeavours to improve school attendance.
- Attend and engage in fortnightly attendance meetings to review and monitor student attendance.
- Provides a supportive service to students, parents and schools to encourage the full participation of all students in education.
- Support staff in developing attendance improvement plans, in consultation with school personnel, to resolve attendance issues.
- Organise attendance meetings with parents, students and school staff.
- Compiling support documentation to ensure correct procedures are followed if legal resolution is required.

Administration Staff:

- Will, if contacted by parent/caregiver by phone, email or SENTRAL messaging, record student absence on the SENTRAL roll marking system.
- Print absentee reports as requested.
- Store a record of the rolls electronically over a period of 3 years.
- Store absentee notes on sight for a period of 3 years- these are stored in the vault in the office.
- Generate all attendance letters to parents/carers (concern/warnings.
- Send all attendance letters to parents/carers (concern/warnings).

Liaison with Parents, Caregivers

- All explanatory notes must be dated. Teachers should date and initial any undated parental note.
- Verbal notifications of absence, are to be noted in SENTRAL both in the attendance roll section and as a data entry in the 'notes' section on SENTRAL. This must state reason given, who contact was from and what means the communication was.
- If parents/carers advise of an absence using email or Seesaw this must also be noted on SENTRAL under data entry and in the attendance roll section. This must state reason given, who contact was from and what means the communication was.
- Where a student's consistent lateness causes concern teachers should alert the relevant Assistant Principal for that stage.
- If no satisfactory explanation is received within 2 days, teachers should contact the parent/carer to gain an explanation for the absence/s.
- All contact or attempts to contact parents/carers should be recorded in SENTRAL. If no satisfactory explanation is forthcoming, the teacher should alert the relevant Assistant Principal for that stage.
- If no explanation for absence has been received, within 3 days, the child has not returned to school and there has been no request for a transfer, the teacher should notify the Deputy Principal Wellbeing immediately.

Attendance follow up

- The Attendance committee (Deputy Principal Wellbeing, Principal, AEO and HSLO) will meet fortnightly to discuss and review student attendance concerns.
- The attendance committee (HSLO, CLO, AEO and Deputy Principal, Principal) will communicate the information discussed at the fortnightly meeting to staff via email using the Excel spreadsheet. This is also available for viewing in the Wiripaang Public School Google Drive share page.
- The class teachers, HSLO, AEO and Deputy Principal will monitor attendance of notified students with the assistance of the relevant Assistant Principals who will make daily checks on these students' attendance.
- Follow up actions include, investigating, monitoring, attendance letter- concern, attendance letter-warning, HLSO letter, application, court-ordered conference or secretaries conference.
- Each fortnight the follow up actions are reviewed and reflect upon from the previous fortnight and dictate the future actions.

Attendance recognition

- Students are given recognition for positive attendance patterns in various forms throughout the school on weekly, fortnightly and term basis.
- Attendance Raffle- Each day a student is present at school they place a ticket in a class container. At the end of each week these are collected and placed into a large container. 10 student names are drawn from the barrel at the end of the week and these students are presented with a lunch voucher for the following week.
- The class with the highest percentage of attendance each week select the school bells for the following week.
- The teacher with the highest attendance percentage receives an extra 1-hour RFF the following week.
- Phone calls and SMS messages are communicated home throughout the year by Classroom Teachers, Assistant Principals and Deputy Principal for positive attendance patterns.
- If a class achieves 100% for the week overall, they are able to receive a prize appropriate after discussion with AP, DP and principal.
- Various excursions to array of locations are offered to students who reach 90% at the end of each term.