

Yarrawarra Public School

School Attendance Policy

Updated April 2025

Regular attendance at school is essential for student achievement. Schools, working in partnership with parents and carers, are responsible for promoting and ensuring the regular attendance of students.

Yarrawarra Public School Attendance Procedures are aligned with [NSW Department of Education Attendance Policy](#), guided by the legislative requirements specified in the [Education Act 1990](#); the key piece of legislation governing education in New South Wales. It establishes the legal framework for the operation of schools, including enrolment, attendance, and the responsibilities of parents, carers, and school staff.

Key points relevant to school attendance under the Act include:

- **Compulsory Schooling:** Children of compulsory school age must be enrolled and attend school, or receive approved home schooling (Section 22).
- **Parental Responsibility:** Parents or carers are legally required to ensure their child attends school regularly.
- **School Attendance Registers:** Principals must maintain attendance records in a prescribed format and make them available for inspection (Section 24).
- **Absence Explanation:** Parents or carers must provide a valid explanation for all student absences within seven (7) days from the first day of absence.
- **School Staff Duties:** School staff are responsible for monitoring attendance, following up absences, and addressing any related welfare or safety concerns. At Yarrawarra Public School, Attendance and Wellbeing Officers and the Learning Support Team are responsible for the daily monitoring of student attendance.

This policy supports consistent attendance practices and promotes student wellbeing and engagement at Yarrawarra Public School.

Yarrawarra Public School Attendance Procedures

Attendance Recording

- Classroom teachers record student attendance on the School Bytes roll at the start of each school day and submit the roll by 9:30am.
- Students entering the school after 9:20am must present to the office to be signed in by administration personnel, before they go to class.

Yarrawarrah Public School

School Attendance Policy

Updated April 2025

- When a student arrives late or departs early, the exact time is recorded on School Bytes using the relevant attendance register code. Official NSW School Attendance Register Codes are listed at the end of this document.

Absence Notification

- For all students marked as 'absent,' an automatic email notification is sent to the family member registered on School Bytes by 10:00am on the day of the absence.
- If the school has identified child protection concerns for a student or family, the Attendance Wellbeing Officer (AWO) or Learning Support Coordinator will contact the parent or carer by phone on the day of the absence. This communication is recorded in School Bytes.

Explanation of Absences

- Families must provide a reason for their child's absence within seven (7) days.
- If no explanation is provided within 48 hours after the first day of absence, Attendance Wellbeing Officers will remind the family, by email or phone call, to provide a reason for the absence. This communication is recorded in School Bytes.

Requesting Medical Certificates

- Students who are absent for three (3) or more consecutive days without an explanation will receive an email requesting that the parent provide a reason or submit medical documentation to explain the absence.
- When a student is absent from school due to illness or ongoing health concerns on more than ten (10) or occasions throughout the year, the school may request medical documentation from the parent or carer about their child's health condition to help support the student's health needs upon their return to school.
- Principals can request medical certificates or other documentation when absences explained as being due to sickness are frequent or prolonged, if absences are deemed habitual, or if there is a current or historical attendance concern.
 - In cases where there is no historical or current attendance concern, department procedures specify that a principal can grant sick leave without requiring a medical certificate.
 - Habitual absence is context and age dependent. If concerns about habitual absence arise, the principal must consider whether the absence places the student

Yarrawarra Public School

School Attendance Policy

Updated April 2025

at suspected risk of harm and take appropriate action, potentially including contacting the Child Wellbeing Unit or reporting to Community Services.

Justification of Absences

- The principal will assess if the reason provided justifies the absence. Absences meeting criteria will be recorded as 'justified'. If the explanation provided is not satisfactory, or if there are ongoing concerns, the absence may be recorded as 'unjustified'.

Extended Leave and Travel

- For domestic travel exceeding nine (9) days, or any international travel during a school term, families must discuss plans with the principal and complete the [Application for extended leave - travel form](#).
- Such absences are recorded as 'leave' and will contribute to the student's total absences for the year.

Roll Corrections

- Any errors identified in roll marking must be corrected in School Bytes within 7 days of the absence.

Attendance Recognition and Monitoring

- Students achieving attendance rates at or above 95% receive an attendance certificate at the end of each term.
 - Students achieving an overall attendance rate at or above 95% at the end of Semester 2 will receive an attendance award and achievement card.
 - Students with attendance at or below 85% will be placed on the Lateness and Attendance Monitoring Program (LAMP), where school staff work closely with families to improve attendance. An improvement in attendance is measured against individual LAMP goals.
 - If attendance remains at or below 85% for a period of 4 weeks without justifiable reasons and no improvement is seen after LAMP intervention, the school will refer the case to the Wellbeing Advisor and/or Home School Liaison Officer (HSL0) to determine further action.
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Yarrawarra Public School

School Attendance Policy

Updated April 2025

School Attendance Register Codes

Symbol	Meaning
A	The student's absence is unexplained or unjustified. This symbol 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. It is at the principal's discretion to accept or not accept the explanation provided.
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. Principals may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory attendance.
L	An explanation of the absence is provided which has been accepted by the principal. This may be due to: - 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. This could include participation in: - HSC Pathways Program

Yarrawarra Public School

School Attendance Policy

Updated April 2025

	<ul style="list-style-type: none">- Best Start Assessments- Trial or HSC examinations- VET courses
B	<p>The student is absent from the school on official school business. This symbol is recorded where the principal approves the student leaving the school site to undertake, for example:</p> <ul style="list-style-type: none">- work experience- school sport (regional and state carnivals)- school excursions - student exchange
H	<p>The student is enrolled in a school and is required or approved to be attending an alternative educational setting on a sessional or full time basis. The symbol is recorded where a student accesses education settings separate to their mainstream school such as:</p> <ul style="list-style-type: none">- tutorial centre and programs- behaviour schools- juvenile justice- hospital schools- distance education