

Attendance Procedures

Rationale: <https://education.nsw.gov.au/policy-library/policies/pd-2005-0259>

Aim: To ensure all enrolled students, regardless of their age, attend school regularly.

Procedures:

- Teachers are to maintain accurate attendance records, by ensuring all rolls are marked during every lesson via digital roll marking software available at school. If this cannot occur due to technological issues, then a paper roll should be manually marked; then digitally entered later.
- An SMS will be sent via the schools' digital software to request an explanation for any students absent at the end of Roll Call each day.
- Each Friday SASS Staff will send a weekly attendance percentage to parents.
- Each Monday SASS Staff will send outstanding absence reports to parents for any unexplained absences.
- During fortnightly Wellbeing meetings, students with low attendance rates are identified and those students who have unsatisfactory attendance, without a valid reason, will be contacted by Year Advisors.
- SSO will contact students who have been absent for three or more days.
- SSO will notify the Deputy Principal if students have been absent for one week without reason.
- For chronic poor attenders, the supervising Deputy Principal will organise for an attendance concern letter to be sent home via the school's digital software.
- Deputy Principal to attempt contact if no reason is provided letter 1A to be sent.
- Deputy Principal to make HSLO/HART referral if absence continues without justification to the end of week 2.
- Home School Liaison Officer (HSLO) referral to be completed by supervising Deputy Principal

- For students in years 10, 11 & 12, teachers are encouraged to send N-Warning letters for lack of diligence and sustained effort due to poor attendance. This will result in a senior review meeting being conducted by the senior executive to discuss the risk of being N-Determined.
- The school may also send a letter to parents regarding students who regularly arrive late to school and/or for students who have excessive explained absences by the parent but not supported by a doctor's certificate.

Evaluation: This procedure will be reviewed as part of the school's three-year review cycle.

