



**LEPPINGTON
PUBLIC SCHOOL**

A place to gather, learn and grow.

LEPPINGTON PUBLIC SCHOOL

ATTENDANCE PROCEDURES

2024

Updated 2023

Attendance Procedures

“Every Day Matters”

Regular attendance at school for every student is essential if students are to achieve their potential, and increase their career and life options. Regular attendance at school is essential to assist students to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students. Encouraging regular attendance is a core school responsibility.

Leppington Public School recognises that regular attendance at school for every student is essential if students are to achieve their potential, and increase their career and life options. Schools, in partnership with parents, are responsible for promoting the regular attendance of students. This is achieved by:

- Accurate and monitored attendance data
- Open communication with parents and families
- Effective intervention and support strategies
- Interpreting and translating correspondence to ensure understanding for families
- Early identification of students are risk of developing poor school attendance
- The schools LaST in partnership with parents identify and implement strategies that address attendance concerns
- Maintain strong engagement with the Home School Liaison Officer (HSLO)
- Ensure parent contact is made after 2-days of unexplained absence



Statement Of Purpose

This procedure aims to establish guidelines regarding the recording and monitoring of student attendance at Leppington Public School in line with Department of Education policies.

Link to Department Policies:

<https://education.nsw.gov.au/student-wellbeing/attendance-behaviour-and-engagement/school-attendance>
https://education.nsw.gov.au/policy-library/associated-documents/exempt_gui.pdf
<https://education.nsw.gov.au/policy-library/policies/school-attendance-policy>
<https://education.nsw.gov.au/policy-library/associated-documents/behaviourcode.pdf>
<https://education.nsw.gov.au/policy-library/associated-documents/Student-Attendance-in-Government-Schools-Procedures-2015-word-version.docx.docx>
https://education.nsw.gov.au/student-wellbeing/media/documents/attendance-behaviour-engagement/attendance_parents.pdf
https://education.nsw.gov.au/student-wellbeing/media/documents/attendance-behaviour-engagement/attendance_attend_schools.pdf

Implementation

To best support the roles and responsibilities of all members of the school community (see Appendix 1) in promoting school attendance, the school has an established “Attendance team” which includes executive and SASS staff. This team gathers, reviews and implements improvement/recognition initiatives to support student attendance. This data and operations are reported to staff weekly and addressed within Learning and Support meetings each fortnight.

Role of the ‘Attendance Team’

The role of the attendance team is to oversee data, action initiatives and communicate with all stakeholders to ensure awareness, priority and partnership in maintaining strong attendance of every student.

Initiatives

Promotion of Attendance Matters via Dojo

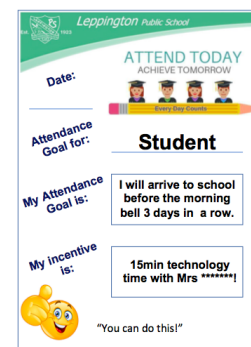
Launch regular attendance information and other correspondence via the school's Dojo software to promote the importance of regular school attendance. Every communication includes our slogan "Every day matters" and refers to attendance as crucial to achieving student outcomes.

Proactive follow up of unexplained absences with parents

1. Action daily SMS notifications to absent students and record any responses from parents via Sentral software.
2. Distribute "Absent letters" to students with any unexplained absences. This is actioned on a weekly schedule.
3. A follow up "Attendance Letter" is also available for students with less than 85% attendance in order to remind parents of the importance of regular attendance and to urge them to explain their child's absence.

Establishing and overseeing individual student goals and incentives

Work closely with students of concern and their parents to create personalised attendance goals and provide incentives and celebration when achieved. Send home goal poster for the fridge to promote goal in the home environment and recognise student success in a formal school setting eg. Assembly, parent pick up line, class presentation, classroom PA announcement etc. Attendance values awards are created to celebrate student success. These awards count towards our school PBL merit system. Goals are to be increased with each achievement until the student no longer requires monitoring. Seek parent and teacher/school partnership in negotiating and achieving student goals.



Class incentives and celebrations

Establishment of a fortnightly award for the class with the highest SENTRAL attendance, to be celebrated at whole school assembly and via Dojo. The class with the highest level of weekly attendance (or other negotiated goal) receives an "AttenDANCE" token. Students in the winning class get to brainstorm and select the new dance song to play through our school bell system. These tokens will be given at the whole school morning assembly.



To ensure equity, Sentral data will count individual absence days per class. This will then be calculated as a percentage in relation to class size.

Weekly publications for all staff and HSLO

Gather and review weekly attendance data to identify and monitor students of concern. This also provides data required to action attendance initiatives. Publish weekly data reviews and actions taken by the team to all staff & HSLO.



Evaluation

These procedures will be regularly evaluated and updated throughout the school year. A review of the procedures will be held by the conclusion of each year and any alterations noted.

Appendix 1: Responsibilities of all stakeholders at Leppington Public School

Principal responsibilities

The [School Attendance Policy](#) outlines core responsibilities of principals regarding school attendance. To effectively implement the school attendance policy principals must ensure:

- All attendance records including details of transfers and exemptions are accessible to the Director Public Schools NSW, attendance officers and other personnel nominated by the Secretary of the Department of Education and Communities, Director Public Schools NSW, or Audit Directorate.
- The school regularly evaluates and addresses school attendance through the Strategic Improvement Plan.
- Open communication on issues affecting student attendance is promoted with parents.
- Effective strategies are in place to contact parents where there is a pattern of attendance causing concern or the parent has failed to provide a satisfactory explanation for an absence.
- [Interpreters and translated materials](#), including letters are available when communicating with parents from language backgrounds other than English in matters relating to school attendance.
- Staff are trained to implement school attendance policies and procedures and that personnel with delegated responsibility for maintaining attendance records are supervised.
- All cases of unsatisfactory attendance, including part day absences are investigated promptly and school based factors impacting on attendance are addressed.
- Early identification of students at risk of developing poor school attendance patterns through strategies such as regular roll checks.
- Attendance data is generated weekly and tabled fortnightly at Learning Support Team meetings for follow up by appropriate staff members.
- The school's Attendance Team in partnership with parents identify and implement strategies that address the learning and support needs of a student with attendance patterns of concern.
- Parents, students and the school community are regularly informed of the importance of school and attendance requirements.
- Effective referral and support networks are established so that students whose attendance is identified as being of concern and their families can be connected to relevant services within the department and with local external agencies in discussion with parents.
- Communication, collaboration and information sharing with other services and agencies to enhance the effectiveness of interventions with students and families.
- Any other child protection concerns underlying school attendance issues (including educational neglect) are managed consistent with the [Protecting and Supporting Children and Young People Policy and Procedures](#).
- If concerns include not sighting the child principals must, as soon as possible contact the NSW Police Force to request that a child safety check be undertaken.
- Consider the [Mandatory Reporter Guide](#) (MRG), specialist advice and professional judgement, where there are concerns about suspected risk of harm. In accordance with the MRG Neglect Education - Habitual Absence is defined as 'The child/young person is of compulsory school age (6 years to current leaving age) AND is habitually absent'. 'Habitually absent is a minimum of 30 days absence within the past 100 school days. However, principals should consider other factors, such as the student's age and learning support needs in deciding on action earlier than the 30 days indicated.
- Other decisions trees can be used if the underlying issues impacting on school attendance are also of concern. For example, care concerns, neglect: supervision, or child /young person is a danger to self and others.

Teacher Responsibilities:

- Promote and encourage positive school attendance within class
- Accurately mark rolls electronically each morning between **9am - 9.15am**. If there is a technical difficulty, teachers must note students in attendance and those absent on a paper roll and send this to the office. N.B. If a casual teacher is responsible for the class, a paper class roll will be provided to the teacher as part of their school induction by the executive responsible for staff cover or the administration staff.
- Ensure students that arrive late or leave early have been signed in/out at the office, and this action is communicated with teaching staff through the distribution of a slip.

- Contact parents/caregivers within **two** school days of a student's absence to ensure the safety and wellbeing of the student.
- Monitor student attendance in your class. If a student has a pattern of absences throughout the term, including late arrivals or early departures, contact the parent/caregiver to discuss and address concerns. Students with less than 90% attendance and those with regular partial attendance will be managed and monitored by the Attendance Team and Learning and Support Team.
- **Log all parent communication (phone or Dojo message) regarding attendance concerns via Sentral.**

Attendance Team Responsibilities:

- Ensure parent follow up (via email and SMS) for unjustified absences or students with less than 90% attendance
- Regular review of student attendance data and action attendance initiatives
- Maintain communication and partnership with all stakeholders
- Refer continuing concerns to the HSLO.

HSLO Responsibilities:

- Provides a supportive service to students, parents and schools to encourage the full participation of all students in education.
- Provide support to students enrolled in New South Wales government schools and children of compulsory school age who are not enrolled in a registered school.
- Function as part of the Educational Services team to support school practices that promote regular attendance.
- Develop attendance improvement plans, in consultation with school personnel, to resolve attendance issues.
- Organise attendance meetings with parents, students and school staff.
- Work with other agencies, e.g. NSW Police Force on joint anti-truancy operations when required.
- Advise schools on additional strategies as an alternative to Home School Liaison Program support.
- Compile support documentation to ensure correct procedures are followed if legal resolution is required.
- Professionally develop and support staff with teaching strategies that support attendance, as required

Administration Staff Responsibilities:

- Check all rolls are marked by **9:30am**. Contact any teachers who have not submitted their roll promptly.
- Support parents in making an application for leave to the principal if parents are intending to take students on a holiday during the school term of a duration greater than 2 days. At all times, encouragement of holidays should be done within the school holiday period.
- All written explanations, phone messages and SMS replies are recorded on Sentral.
- Ensure all partial absences are electronically recorded as they arrive or leave, providing a slip from the office to present to the teacher. The Principal (or Principal's delegate), at the time of the partial absence will make a determination as to the appropriate absence code, inclusive of 'unjustified' if no satisfactory explanation is given.

Parent and carer's responsibilities

- Children of [compulsory school age](#) are enrolled in a government or registered non-government school or, they are registered with the [Board of Studies, Teaching and Educational Standards \(BOSTES\)](#) for Home Schooling.
- Children who are enrolled at school attend every day the school is open for their instruction
- Phone the school or message through class Dojo to provide an explanation of your child's absence from school within **7** days from the first day of any period of absence . If you ring the school or the school rings you, your phone call will be acknowledged and reported by staff.
- Provide a medical certificate for a sick leave absence greater than **3 days**.
- Contact to the Principal through the office if an absence greater than **2 days** for a family holiday is to be undertaken. This must be done prior to the absence occurring. Please bring any travel documentation with you to the meeting. It is an expectation from the Department of Education that family holidays be planned during school holiday periods whenever possible.
- Provide a note, or verbal explanation, for late arrivals and early departures.
- Where possible, appointments (e.g. doctor, specialist, dentist etc) should be made outside school hours.
- Understand that early departure from a carnival, open day etc. will be recorded as an unjustified partial absence.
- Speak with your child's teacher or the attendance team if you are experiencing difficulties getting your child to school. We are here to support you and your child.

- Work in partnership with the school to plan and implement strategies to support regular attendance at school, including communicating with the school if they are aware of issues impacting on their child's attendance or engagement with school.

Students Responsibilities:

- Attend school **every day**, unless due to illness (under the care of a responsible adult).
- Be on time for school every day.
- Ensure explanations for your absence are given to your teacher by your parent.

Absence Codes

Code	Meaning	Common examples at LPS
A	<p>The student's absence is unexplained or unjustified.</p> <p>This code must be used if</p> <ul style="list-style-type: none"> ● no explanation has been provided by parents within seven days of the occurrence of an absence (unexplained) ● the explanation is not accepted by the principal. It is at the principal's discretion to accept or not accept the explanation provided (unjustified) 	<p>When there has been no communication through Dojo or daily text messages 7 days after an absence (unexplained)</p> <p>Students who regularly leave early for appointments without documentation or medical certificates (unjustified)</p> <p>Students who leave early after a school event with no justified cause (unjustified)</p> <p><i>When an explanation for absences is used regularly and the Principal does not accept the ongoing reason. (unjustified)</i></p>
S	<p>The student's absence is due to sickness or as the result of a medical or paramedical appointment. In these cases:</p> <ul style="list-style-type: none"> ● a medical certificate is provided, or ● the absence was due to sickness and the principal accepts this explanation. <p>Principals may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory attendance.</p>	<p>Parents inform the class teacher and/ or office that a student is sick/ injured via dojo or text message.</p>
L	<p>An explanation of the absence is provided which has been accepted by the principal. This may be due to:</p> <ul style="list-style-type: none"> ● 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. 	<p>Planned travel/ holiday (Extended leave form to be completed at the office)</p> <p>Unable to attend school due to transport issues.</p> <p>Parent/ Carer illness impacting on student attending school</p> <p>Death in the family</p> <p>Religious celebrations</p> <p><i>When an explanation for absences is used regularly and the Principal does not accept the ongoing reason. (unjustified)</i></p>
E	The student was suspended from school	<i>As directed by Principal</i>
M	The student was exempted from attending school and a Certificate of Exemption has been issued by a delegated officer.	<i>As directed by Principal as part of Part Day Exemption application (PDE)</i>
F	<p>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:</p> <ul style="list-style-type: none"> ● HSC Pathways Program ● Best Start Assessments ● Trial or HSC examinations ● VET courses 	<i>As directed by the Principal due to extenuating circumstances in travel, support and supervision needs.</i>
B	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>School excursions</p> <p>Representative school sport opportunities</p>

	<ul style="list-style-type: none"> ● work experience ● school sport (regional and state carnivals) ● school excursions ● student exchange 	<p>Selective HS or Opportunity Class Tests (DoE only)</p> <p>As a school delegate or representative at events</p>
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.</p> <p>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 	<p><i>As directed by the Principal as part of the Access Request process and subsequent acceptance of placement.</i></p>