



ROUS PUBLIC SCHOOL

Student Attendance Policy

Objectives

Section 22 of the [Education Act \(1990\)](#) states that it is the duty of the parent of a child of [compulsory school-age](#) to cause the child

(a) to be enrolled at, and to attend, a government school or a registered non-government school, or

(b) to be registered for home schooling with the NSW Education Standards Authority (NESA) and to receive instruction in accordance with the conditions to which the registration is subject.

Compulsory School Age

(1) For the purposes of this Act, a child is of compulsory school-age if the child is or above the age of 6 years and below the minimum school leaving age.

(2) The minimum school leaving age is:

(a) the age at which the child completes Year 10 of secondary education (subject to participation required by subsection (3), or

(b) the age of 17 years, whichever first occurs.

For a child to be enrolled at Rous Public School, the parent of the child completes an application for enrolment and submits it to the school. Following a meeting with the Principal, the parent is informed of the outcome of their application.

The enrolment process is completed and finalised when the Principal completes and signs page 14 of the enrolment application form and the student's details are entered on ERN. From the date of entry on ERN, the student is expected to be in attendance at Rous Public School. All students who are enrolled at school, regardless of their age, are expected to attend school whenever instruction is provided.

A student who transfers to another NSW Public School will automatically have their attendance register available at their new school when the Principal of RPS releases their enrolment.

A student who moves interstate or enrolls in an independent or catholic school will have their name removed from ERN and the attendance register when their enrolment in that school is confirmed by that school's Principal.

The Principal of Rous Public School has the authority to:

- grant sick leave to students whose absences are satisfactorily explained as being due to illness
- accept other explanations for absence and record the absence as "L"
- decline to accept an explanation for absence and record the absence as unjustified

- grant an exemption from school attendance for periods totaling up to 100 days in a 12 month period for any one student provided certain conditions are met (See the [Exemption from School - Procedures](#)).
- grant part-day exemptions from school for periods totaling up to 100 days in a twelve month period (See the [Exemption from School - Procedures](#)).

The Principal of Rous PS delegates their authority to the School Administrative Manager (SAM) who is responsible for the area of attendance rolls and the attendance register to:

- grant sick leave to students whose absences are satisfactorily explained as being due to illness
- accept other explanations for absence and record the absence as "L"

Attendance Codes

Attendance Register Codes - Symbols to be used for explanation of student absence	
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: <ul style="list-style-type: none"> - 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: <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.
E	The student was suspended from school

Attendance Register Codes - Symbols to be used to record a variation in attendance

(not counted as an absence for statistical purposes)

Symbol	Meaning
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: <ul style="list-style-type: none">- HSC Pathways Program- Best Start Assessments- Trial or HSC examinations- VET courses
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: <ul style="list-style-type: none">- work experience- school sport (regional and state carnivals)- school excursions- student exchange
H¹	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: <ul style="list-style-type: none">- tutorial centre and programs- behaviour schools- juvenile justice- hospital schools- distance education

School Based Procedures

Late Arrival of Students

Students must be accompanied to the office by a parent or have a note signed by their parent explaining why they are late to school.

Early Leavers:

Students who attend school and their parents wish to collect them from school before 3.10 pm are required to provide explanation.

Lessons conclude at 3.10 pm. A school bell sounds at this time to indicate end of lessons for the day. Class teachers are not to release their students from class before 3.10 pm.

Excursions:

The teacher who has been appointed as the excursion co-ordinator is responsible for completing the variation of routine and gaining the Principal's approval for the excursion to proceed.

The excursion co-ordinator is responsible for:

1. preparing a list of students who are not participating in the excursion and providing a copy of this list to the SAM and Principal.
2. providing a list of the students who are participating in the excursion to the office.
3. before departure, mark an attendance roll of the students participating in the excursion. Provide a copy of this register to the office before departure.
4. utilise the roll during the excursion at check times to monitor if all students are present.
5. rolls marked during the excursion are returned to the front office for entry into Sentral and stored in with the Variation to Routine (with medicals and permission slips).

Sporting Trials

The teacher responsible for co-ordinating students attending sporting trials and events as selected representatives of the district, zone or region is responsible for providing the names of the students to the office on the day before the event.

The office records on the attendance register that the student is undertaking school business.

Responsibilities

Parents

Parents are required to explain the absences of their children from school promptly and within seven days to the school. An explanation for absence must be provided to the school within 7 days of the first day of any period of absence.

Parents can advise that their child has been absent from school using the following methods: Class Dojo, email, phone, note and verbally.

Classroom Teacher

Develop and maintain knowledge and understanding of:

- the attendance requirements and the consequences of unsatisfactory attendance
- their obligation to monitor and promote regular attendance at school.

Regular attendance at school is essential to assist students to maximise their potential. Teachers, in partnership with parents, are responsible for promoting the regular attendance of students.

Roll Marking

- Each teacher who has the duty of care of a class of students is responsible for the marking of the daily roll on the Sentral – Attendance data base at 9.15 am and submits the roll no later 9.30 am.
- The teacher who has duty of care of a class does not have the authority to delegate roll marking to another person, including support staff.

Undertake all reasonable measures to contact parents promptly and within two school days of an absence being unexplained, if contact has not already been made. An absence is unexplained if parents have failed to provide an explanation to the school within 7 days.

Absentee notes received by the class teacher are stored in a plastic folder and sent to the office.

Monitoring Attendance

Class teachers:

- monitor the attendance of students in their class group on a daily basis using the attendance graph for each student or the Sentral data base reports
- make telephone contact with parents whose child has been absent from school without the parent providing explanation of their child's absence on the child's return to school
- register their contact with parents on the Sentral data base
- forward absentee notes provided to the office on the day of receiving them
- provide a written copy of explanations for absences provided verbally by parents (not siblings or the student) or by phone to the front office on the day of receiving them
- register all contacts with parents on Sentral – attendance when following up on attendance
- notify Principal of any change in attendance pattern or concerns regarding a student's attendance. Examples could include:
 - unable to contact the family
 - multiple late arrivals
 - unexplained absences
 - increased non attendance
 - higher level non attendance
 - patterns of nonattendance (Mondays not attending)
- refer any student achieving less **95% attendance** to the Principal.

Principal

Develop and maintain knowledge and understanding of:

- the attendance requirements and the consequences of unsatisfactory attendance
- their obligation to monitor and promote regular attendance at school.

Regular attendance at school is essential to assist students to maximise their potential. The Principal, in collaboration with the class teachers, work in partnership with parents and are responsible for promoting the regular attendance of students.

Utilise school procedure measures to monitor and follow up student absences for students.

Support teachers in undertaking all reasonable measures to contact parents promptly and within two school days of an absence being unexplained, if contact has not already been made.

Monitor the consistent ongoing application of these measures for all students.

Refer any student with less than 90% to the Learning Support Team. Make contact with and request a meeting with the student's parents.

Register all contact and meetings notes on Sentral – attendance.

With support from the **Home School Liaison Officer** monitor the regular attendance of students; develop and implement strategies to support students with identified attendance issues.

Make a referral to the Home School Liaison Officer when the student's attendance is being monitored and meetings are held with parents.

While the Home School Liaison Officer (HSLO) maintains contact with parents, the Principal stays in communication with HSLO for each individual student being supported.

The Home School Liaison Officer and Principal monitors from this point and decides whether a formal meeting is held with a view to developing a school attendance plan.

If this strategy is not successful in improving attendance an *'Application for Home School Liaison Program Support'* is completed.

A notification of Educational Neglect may be made via the MRG at this time. The MRG report with the reference number included is to be filed in the school's confidential Child Protection file.

The application is discussed with the Principal and on their signature the application is forwarded to the HLSO and SEO2 Wellbeing. A copy of the application is to be filed in the students file.

Register all contact and meetings notes on Sentral – attendance.

Whole School

Encouraging regular attendance is a core school responsibility.

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. Rous Public School promotes regular student attendance by:

- reporting attendance on each student's semester report and making a comment that provides feedback about the level of attendance
- meeting with and discussing student attendance at Semester 1 reporting meetings
- awarding raffle tickets and green awards towards regular attendance.
- presentation of class awards to acknowledge improved attendance
- making timely contact with parents of students who have an absence from school

Monitoring, evaluation and reporting requirements.

Rous Public School, with support from the Home School Liaison Officer, monitors the regular attendance of students and develops and implements strategies to support students with identified attendance issues.

Principal undertakes specific analysis of attendance data to assess and evaluate the implementation of the Student Attendance Policy each school term. Data sets for various student cohorts, specific periods of time and types of leave are utilised to provide feedback and reports to staff to promote the regular attendance of students

Directors, Public Schools NSW

Directors have the delegated authority to grant exemptions from attendance at school under Section 25 of the [Education Act \(1990\)](#) totaling up to 100 days in a 12 month period.

They support schools to maintain accurate records of student attendance in a form approved by the Minister.

The Director approves the participation of a student in an alternative school based program, leading to full time attendance, prior to part day exemption from attendance at school being granted by the school Principal (See the [Exemption from School - Procedures](#)).

Executive Directors (Schools)

The Executive Director has the delegated authority to grant exemptions from attendance at school under Section 25 of the [Education Act \(1990\)](#) totaling more than 100 days in a 12 month period.

The Executive Director has the delegated authority to grant exemptions from enrolment at school under Section 25 of the [Education Act \(1990\)](#), provided certain conditions are met.

Director, Child Protection Services

The Executive Director has the delegated authority to grant exemptions from school attendance for any period of time, for students wishing to participate in employment in the entertainment industry or participation in elite arts or sporting events. Principals are also able to consider applications for exemption in these circumstances. Principals should contact the Director, Child Protection Services if advice is needed on compliance with employment regulation of the Children's Guardian or exemption is sought for participation in a large scale production.