

CAMDEN SOUTH PUBLIC SCHOOL ATTENDANCE PLAN

March 2021

All school students are expected to attend school every day, when the school is in session, as long as they are fit and healthy enough to do so. Full and regular attendance is a critical factor in ensuring positive educational outcomes for students.

Schools, in partnership with parents, are responsible for promoting the regular attendance of students. The Education Reform Act 1990 outlines the legal requirements for compulsory schooling.

This policy reflects the DEC School Attendance Policy (2015) and the School Attendance Procedures (2010) as they apply to Camden South Public School.

AIM:

- To maintain accurate attendance records of all enrolled students.
- To develop attendance checking procedures which enable the school to identify and assist students with unsatisfactory attendance.
- To provide prompt, positive intervention measures so that student's academic development is not affected by unsatisfactory attendance.
- To develop sound communication links between school and parents concerning student's attendance.

IMPLEMENTATION:

- EBS-Client/On-Track (computerized attendance register) is the official school register and used to monitor student attendance.
- Rolls will be marked daily and recorded in EBS4- On Track by 9:30am each day.
- The SAM will print off roll marking record each day and inform the Deputies of any unmarked rolls. Teachers will be asked to promptly mark their roll.
- Regular HSLO roll checks and follow up of students with unsatisfactory attendance/ referred to HSLO program.

PARENT RESPONSIBILITIES:

- Ensuring that their children attend school regularly.
- Providing an explanation for absences to the school within 7 days from the first day of any period absence through means such as a discussion, conversation with teacher/ Executive, telephone call, written note, or email. The 7-day timeframe for explaining absences is a requirement of the Education Act (1990).
- Work in partnership with the school to plan and implement strategies to support regular attendance at school. This includes communicating with the school if they are aware of issues impacting on their child's attendance engagement at school.

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STAFF RESPONSIBILITIES:

Roll Marking Procedures:

- Rolls are to be submitted by **9.15am** each day. The SAM/ Deputies will check submissions and contact any class that has not submitted their roll to do so immediately.
- If a class is split the teacher splitting the class will mark a manual roll for the day and submit the yellow slip to the office for marking on EBS4- On Track
- Casual teachers will mark manual rolls and submit the yellow slip to the office by 9.15am. The office staff will record these into EBS 4-On Track.
- Record all absences and partial absences in the roll using appropriate 'Attendance Register Codes' (appendix A) procedures.
- Students representing the school at sporting or academic events (such as regional, zone or state sporting representation) will have their absence entered into EBS4-On Track by the School Deputies using appropriate 'Attendance Register Codes' (appendix A) procedures.
- PSSA- Coaches are to mark the team roll and send the yellow slip to the office indicating student absences. Office staff will update class rolls on EBS-4 On Track.

Late Students:

- School commences at **9.00am** each day. Students arriving after the roll has been marked or after 9.05 will be late and require a late note.
- The office staff will alter your roll to show any partial attendance.

Following Up Absences:

- It is the classroom teacher's responsibility to follow up on student absences notes within **seven days** from the first day of absence. If a student has been away for 3 days without any explanation a call to the family/ carer is required by the classroom teacher.
- If a parent does not provide the school with an explanation. Contact may be made either by providing the parent with a 'Compulsory School Attendance Letter' or by telephone. Alternatively, verbal explanations, and emails are also acceptable. A notation of the explanation must be made and recorded in EBS4-On Track.
- All written notes are to be entered into EBS4-On Track by the class teacher and sent to the office for archiving. Teachers are to sign, dated, indicate type of leave (sick/ leave) and returned to the office via the blue folder, for entering into EBS4-On Track (if after 7 days and archiving). Teachers are to ensure students full name and class are written on the absence note.

- If you are unable to contact the parent/carer after the 7 days have lapsed please notify the school Deputies who will make further attempts to contact the parents.
- It is the class teacher's responsibility to-
 - Liaise with the school executive regarding students at risk.
 - Implement intervention strategies to improve student attendance (parent contact, referral to supervisor, HSLO follow up and support).

Roll Marking and Excursions:

- The school office will record a B-code when parents have paid for students to attend an excursion.
- Class teachers are to update the roll in EBS4-On Track if a student is absent on the day of the excursion.
- Teachers to take excursion pack when leaving the school for events, excursions and camps.
- Excursion rolls are to be marked and recorded on the excursion roll throughout the day.
- Excursion pack/ permission notes are to be returned to the office at the end of the event for archiving.

PRINCIPAL RESPONSIBILITIES:

- Oversee school attendance.
- Liaise with executive staff and HSLO about students of concern.
- Keep accurate records and knowledge of students at risk.
- Ensure all attendance records including details of transfers and exemptions are accessible as required.
- Notify the School Education Director of any attendance problems and issues including students for whom chronic non-attendance is an issue.
- Ensure attendance records are maintained in an approved format and are an accurate record of the attendance of students.
- Provide school staff with information on attendance requirements and their obligation to monitor and promote regular attendance at school.

DEPUTY PRICIPAL / ASSISTANT PRINCIPAL RESPONSIBILITIES:

- Liaise with staff about students causing concern.
- Suggest and assist with intervention strategies.
- Informing clerical staff of any information relating to a student's absenteeism .
- Referral of students causing concern to the school learning and support team.
- Complete the Home School Liaison referral form for students at risk.
- Keep accurate records of students at risk.

HOME SCHOOL LIAISON OFFICER RESPONSIBILITIES:

- Regular roll checks.
- Regular communication via email and phone conversation with parents that have students causing concern with their attendance.
- Ensuring that information is provided to parents in relation to the expectations and legal requirements regarding attendance and absenteeism via newsletter.
- Liaising with staff over concerns in relation to a student's attendance.
- Intervention with referred cases and providing relevant feedback to staff.

EVALUATION:

- Regular monitoring of students' attendance.
- Return of absences-Semester 1 & 2.
- Analysing statistics and data of absences.