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# STUDENT ATTENDANCE POLICY

## 1.0 Rationale

Regular attendance at school is essential if students are to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students. While parents are legally responsible for the regular attendance of their children school staff, as part of their duty of care, must monitor part and whole day absences.

## 2.0 Aims

School staff are responsible for supporting the regular attendance of students by:

- 2.1 Providing a caring teaching and learning environment that fosters students' sense of wellbeing and belonging to the school community.
- 2.2 Recognising and rewarding excellent and improved student attendance.
- 2.3 Maintaining accurate records of student attendance every day.
- 2.4 Implementing programs and practices to address attendance issues when they arise.
- 2.5 Providing clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.
- 2.6 Monitor student attendance and ensure any concerns or patterns of unexplained absences are followed up.

## 3.0 Implementation

- 3.1 Staff are trained to use the FACES on-line attendance register so they can accurately record student attendance.
- 3.2 Accurate records are kept of students who are signed in and out during school hours each day.
- 3.3 Plans are developed to address the needs of students whose attendance is identified as being of concern.
- 3.4 Staff are trained to implement the school's attendance policies and procedures.
- 3.5 Parents and students are regularly informed of attendance requirements.

- 3.6 The DoSP is notified of students with chronic non-attendance and for whom the school's strategies have failed to restore regular attendance.
- 3.7 From 2015 students taking holidays outside of school vacation periods will be included as absences. (A certificate of exception will no longer be granted.)
- 3.8 Steps for responding to habitual unexplained non-attendance at school will be followed.
- 3.9 For a student who was enrolled at the school and has left and the destination of this student is unknown, the Principal or delegate must notify the DEC Home Liaison Officer with the following information:
- Student's full name, Date of Birth and last known address
  - Last date of attendance
  - Parent's names and contact details
  - Indication of possible destination
  - Any other information that may assist the officer to locate the student, particularly any known WHS risks associated with contacting the parents and/or student/s.
- (An updated list of the DEC Home Liaison Officers is found on the Attendance OSCAR page.)*

#### **4.0 Budget**

A budget will be provided for the professional development of staff and acquisition of resources.

#### **5.0 Evaluation**

The Principal, with delegated responsibility to the Leadership Team will be responsible for the planning, implementation and review of this policy.

Please refer to:

- School Attendance Register Codes – 2015 Draft NSW DEC
- Habitual Unexplained Non Attendance at School Flow Chart
- Sample letters to parents
- School Attendance Parent Brochure
- OSCAR