



Purpose:

The Berkeley Vale Public School Attendance Implementation guide is a component of the school's Student Welfare Policy. The policy aims to ensure Departmental policy and procedures are implemented as well as school procedures for statistical and monitoring purposes. This policy was developed to meet the school's objective of assisting students towards full participation in its educational programs and to meet its responsibility to ensure parents understand and follow the legal requirements regarding school attendance.

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.

All students who are enrolled at school, regardless of their age, are expected to attend that school whenever instruction is provided.

Section 24 of the Act requires principals to maintain an attendance register (roll) in a form approved by the Minister. Attendance registers must be available for inspection during school hours by a Board Inspector or by any authorised person.

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.

Aims:

- Ensuring the implementation of Departmental policy and procedures for school attendance.
- The efficient, consistent systematic collection of data is maintained regarding attendance monitoring.
- The encouragement of maximum student attendance.

Objectives:

- To achieve an improved attendance record by Berkeley Vale Public School students.
- To ensure that Department of Education policy and procedures are correctly administered.
- To develop positive attitudes among students to assist better attendance.
- To provide efficient, systematic, and consistent procedures in monitoring attendance.

Outcomes:

- Parents better understand the legal requirements regarding school attendance.
- More parents realise the importance of maximum attendance for improved skill development and acquired knowledge.
- Fewer children arriving late to school.
- Fewer unexplained absences occurring.
- Improved documentation in accordance with DoE policy.
- Maximisation of student learning time.

Guidelines:

- Class rolls to be marked by 9.00am by the class teacher.
- Late arrivals go to the office to sign in and get a late pass to give class teacher.
- Early departures to be sent to the office for early release pass.

School Attendance Procedures

Roll Marking and Record Keeping

- All class rolls MUST be marked by 9.00am and in accordance with the NSW DoE [School Attendance Register Codes](#) (pages 5-6 of this procedure document).
- Rolls are marked electronically using SENTRAL- Attendance.
- Teachers will record all absences on SENTRAL- Attendance. Any explanations whether verbal or written, will be recorded.
- Students representing the school in PSSA sporting events, excursions and/or high school transitions for example should be recorded as school business (B).
- Daily text messages are sent home at 10.00am to parents of students who have been marked absent. Parents/carers reply to the text with the reason the student is away.
- Office staff will then process these responses into SENTRAL- Attendance.
- Students who arrive after 9.00am are to report the office to have their attendance recorded before going to their classroom.
- If a child is to leave early, the parent/carer must report to the office to sign the student out. The office will call the class and have the student meet their parent/carer in the office.
- If a class is on an excursion and leaves early, a paper roll will be taken and marked by the teacher, handing into the office before leaving and office staff will enter into SENTRAL- Attendance.
- A SLSO will call our Aboriginal families as requested by class teacher if they the class teacher is unable to get a response.
- If no contact is made and the student returns the next day without a note, the class teacher is to send home the absence explanation note for families to fill out and return the following day.

- Class teachers are to check SENTRAL- Attendance Mondays for any unjustified absences and send home Letter 1. If this does not come back, then the following Monday Letter 2 will go home, and the Stage AP notified at stage meeting.
- Casual Teachers - A paper roll will be given to them by the casual coordinator. Two students will take the paper roll to the office by 9.20am and office staff will input the attendance in SENTRAL- Attendance.

Explanation of Absences

- Parents must provide an explanation within seven days of the first absence or respond to the SENTRAL text message sent out on the day of recorded absence.
- If absences are not explained via SENTRAL parent notification, or the attendance has not been returned, Letter 1 will go home on Mondays for an explanation. If this is not returned, then the following Monday Letter 2 will be sent home and Stage Assistant Principal notified.

Frequent Unexplained Absences

- When a student has numerous unexplained absences, teachers will attempt to seek an explanation. If this is unsuccessful after sending an absence slip, making telephone calls and Letters 1 & 2 have gone home, the class teacher will raise the attendance concern with their Stage Assistant Principal.
- The Stage Assistant Principal will attempt to contact the family for an explanation of absences and inform them of the importance of attendance at school.
- The Stage Assistant Principal will table attendance concern in Executive meeting for further discussion with Deputy Principal.
- Stage Assistant Principal and Deputy Principal to contact family to arrange a meeting to discuss student attendance and develop an attendance plan to improve the attendance of the student.
- Deputy Principal will monitor student attendance and accompanying attendance plan and if unsuccessful, the matter will be referred to the HSLO at their next meeting.

Recognition of student attendance:

- Acknowledge a full week's attendance by class teacher giving students a class Attendance Award Fridays.
- When a student has received 5 of these awards, they receive an Attendance Award from the Principal at fortnightly whole school assemblies.
- These students then go in the semester draw for the determined prize.
- On Fridays, the weekly class attendance rate is done by office staff and written on the attendance board in the office and hall (for assemblies). The class with the highest weekly attendance rate receives a class pack of ice blocks.
- Notifications go out in the school's newsletter and social media platforms on the importance of regular attendance as well as promoting weekly class attendance winners.
- Regular communication to families at assemblies, meet the teacher afternoons, teacher parent conferences/meetings, and Kindergarten Orientation sessions.

Home School Liaison Officer:

The HSLO will visit the school fortnightly to ensure that current procedures are being followed and to confer with the Principal or delegate.