



School Attendance Policy Overview

Ref: <https://education.nsw.gov.au/policy-library/policies/school-attendance-policy>

Purpose

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 partnerships 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, record and monitor part and whole day absences. HPS, in providing a caring teaching and learning environment, which addresses the learning and support needs of students, including those with additional learning and support needs or complex health conditions, foster students' sense of wellbeing and belonging to the school community.

1 Implementation

- a. Class rolls are marked daily by the class teacher
- b. SMS notification is sent to parent/carer if child marked absent
- c. Parent/carer can respond to SMS with justification for absence
- d. Office staff collects, records and stores absence explanations for archiving at the end of each year.
- e. Students with identified attendance issues are monitored weekly and included on specific monitoring sheet. Families are contacted for explanation, review and support.
- f. A letter is sent home to families with ongoing attendance concerns.
- g. Executive staff refer student attendance concerns to the Learning Support Team.
- h. Executive staff liaise with class teacher, parent/carer, school counsellor, Learning Support Team, Home School Liaison Officer, Aboriginal School Liaison Officer and District Learning and Engagement Officer as appropriate regarding students with attendance concerns.
- i. Learning Support Team responds to referrals from the Deputy Principal, maintaining ongoing oversight of attendance for targeted students.

2 Evidence

- 2.1 Samples of absence notification letter.
- 2.2 School attendance monitoring and response data.

3 Policy Review

- 3.1 School attendance data are reviewed regularly and responded to.
- 3.2 Policy review and procedures will be reviewed and modified ready for the start of 2018 due to the changes resulting from moving attendance marking and monitoring with LMBR.