School Attendance Policy

**Purpose:**
At Robertson Public School we promote regular and punctual attendance to optimise educational opportunities for all students.

**Aims:**
By promoting regular and punctual attendance, students will:
- Develop continuity in their education that is necessary for them to succeed
- Develop social networks with their peers that is part of a healthy school experience
- Learn vital concepts and building blocks essential to their education in future years
- Enhance effective classroom organisation of activities, excursions, assessment tasks and reporting procedures
- Have access to a safe environment for children who may be at risk of being abused
- Develop a sense of responsibility/self-discipline

**Parent responsibilities:**
- Enrolling their children of compulsory school age in a government or registered non-government school or registering them with the Board of Studies NSW for home schooling
- Ensuring that their children attend school regularly
- Explaining the absences of their children from school promptly and within seven days to the school
- Taking measures to resolve attendance issues involving their children.

**School Staff Responsibilities:**
- Providing a caring teaching and learning environment which fosters students’ sense of wellbeing and belonging to the school community
- Recognising and rewarding excellent and improved student attendance
- Maintaining accurate records of student attendance
- Expecting notes to explain absences when a student returns to school
- Reminding students of the attendance requirements of Robertson Public School
- Involving the Learning Support Team where necessary
- Rewarding good attendance each term
- Implementing programs and practices to address attendance issues when they arise
- Providing clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.
- Informing Principal of any attendance concerns (i.e. 3 consecutive days absent, pattern of absences, numerous absences)

**Executive Responsibilities:**
- Be aware of any students who have attendance problems in your supervisory area.
- Check regularly with teachers to monitor any “at risk” students.
- Communicate with teachers regarding any welfare issues involved in lateness and in non-attendance.

**Principal Responsibilities:**
- Provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance

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Take all reasonable measures to ensure contact is made with parents within 2 days of an unexplained absence

Ensure that attendance records are satisfactorily maintained and are an accurate record of the attendance of the students

Ensure that the SED is informed of attendance problems and issues

Ensure that school staff are provided with information on attendance requirements and their obligation to monitor and promote regular attendance at school

Ensure students are enrolled consistent with the requirements set out in The Enrolment of Students in Government Schools: A Summary and Consolidation of Policy (1997) and the Memorandum Enhanced Enrolment Procedures (Intranet only)

Attendance records are maintained in an approved format and are an accurate record of the attendance of students

Staff record accurately the attendance of each student in each lesson when lessons are conducted in a number of locations. Schools should develop a suitable proforma for recording the attendance of students at each lesson

All attendance records including details of transfers and exemptions are accessible to the regional director, home school liaison officer and other personnel nominated by the regional director, Audit Directorate or nominated by the Director-General

Documented plans are developed to address the needs of students whose attendance is identified as being of concern, prior to referral to the Home School Liaison Program

The school education director is or nominee is provided with regular information about students for whom chronic non-attendance is an issue and for whom school strategies have failed to restore regular attendance

The school discipline policy addresses attendance issues, including truancy. It should provide strategies for encouraging good attendance and establish structures and procedures that support teachers in addressing issues of student non-attendance. In addition, in schools with attendance rates below regional primary or secondary averages, principals will develop and implement a School Attendance Action Plan that includes attendance targets, strategies, resources and timelines

School staff are trained to implement school attendance policies and procedures and that personnel with delegated responsibility for maintaining attendance records are supervised

Parents and students are regularly informed of attendance requirements

All cases of unsatisfactory attendance and part or full day absences from school are investigated promptly and that appropriate intervention strategies are implemented.

Strategies to promote attendance:

- Review strategies to support improved school attendance at the beginning of each year at a staff meeting
- Regularly inform parents of attendance requirements through newsletters, and the option to verbally explain absences
- Attendance information presented at Meet the Teacher and Kinder Orientation - standard information about HSLO and school attendance requirements to be presented to parents in both written and verbal form
- Classes with the best attendance record are congratulated in the newsletter
- Once a term class attendance statistics are published in the newsletter
- Teachers create a supportive, nurturing environment catering for individual needs
- School counsellor and/or Home School Liaison Officer can assist with strategies such as Home visits/Parent interviews, action plans for the student’s return to school, contacting relevant welfare agencies if necessary
- An Attendance Award will be awarded by class teachers once a term for excellent attendance ie two days or less explained absence per term
- Children with chronic absences will receive an individual attendance program in consultation with the student, parents, School Counsellor and HSLO

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