

# Plattsburg Public School



## School Attendance Implementation Guidelines

This document refers to:

**Section 22 of the Education Act (1990)** states that it is the duty of the parent of a child of compulsory school-age (6-17 years) to cause the child to be enrolled at, and to attend, a school or other approved program of study. 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.

### School Attendance Policy (PD/2005/0259/V07)

#### School Attendance

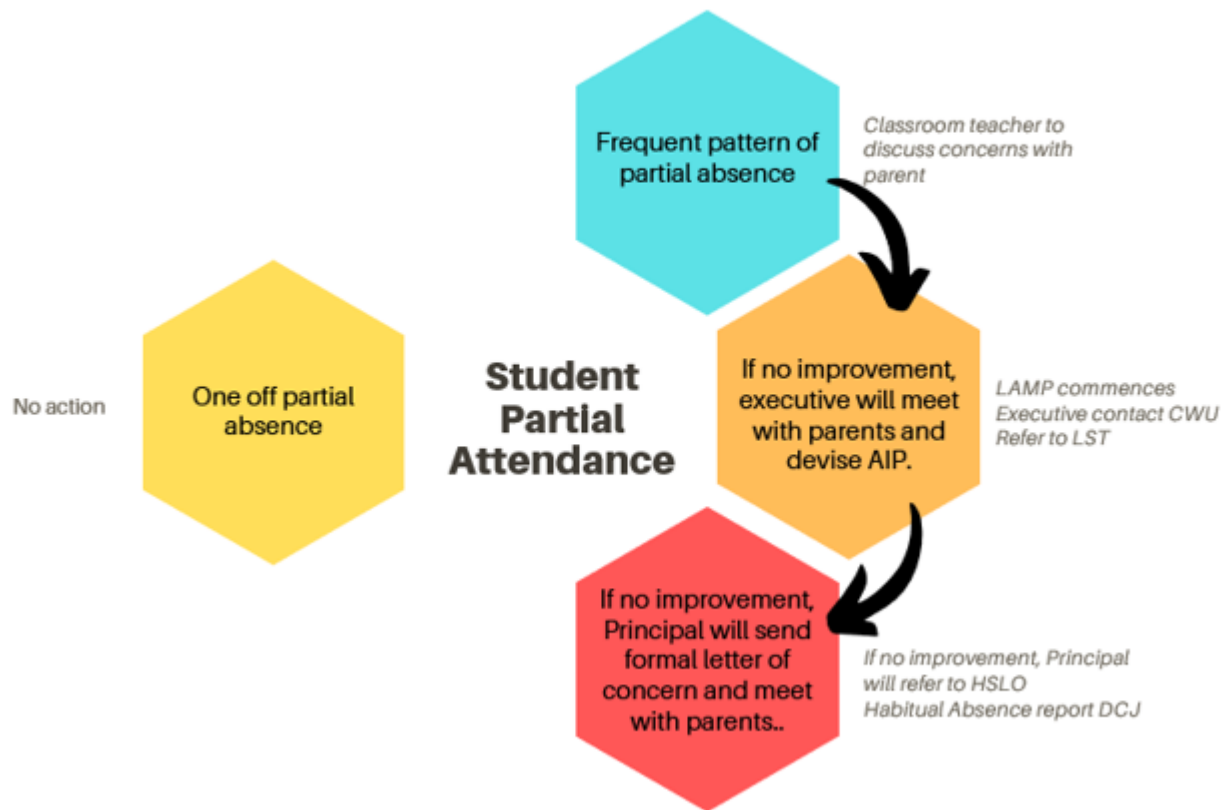
Regular attendance at school is essential if students are to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students. While parents are legally responsible for the regular attendance of their children, school staff as part of their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

Schools are responsible for supporting the regular attendance of students by:

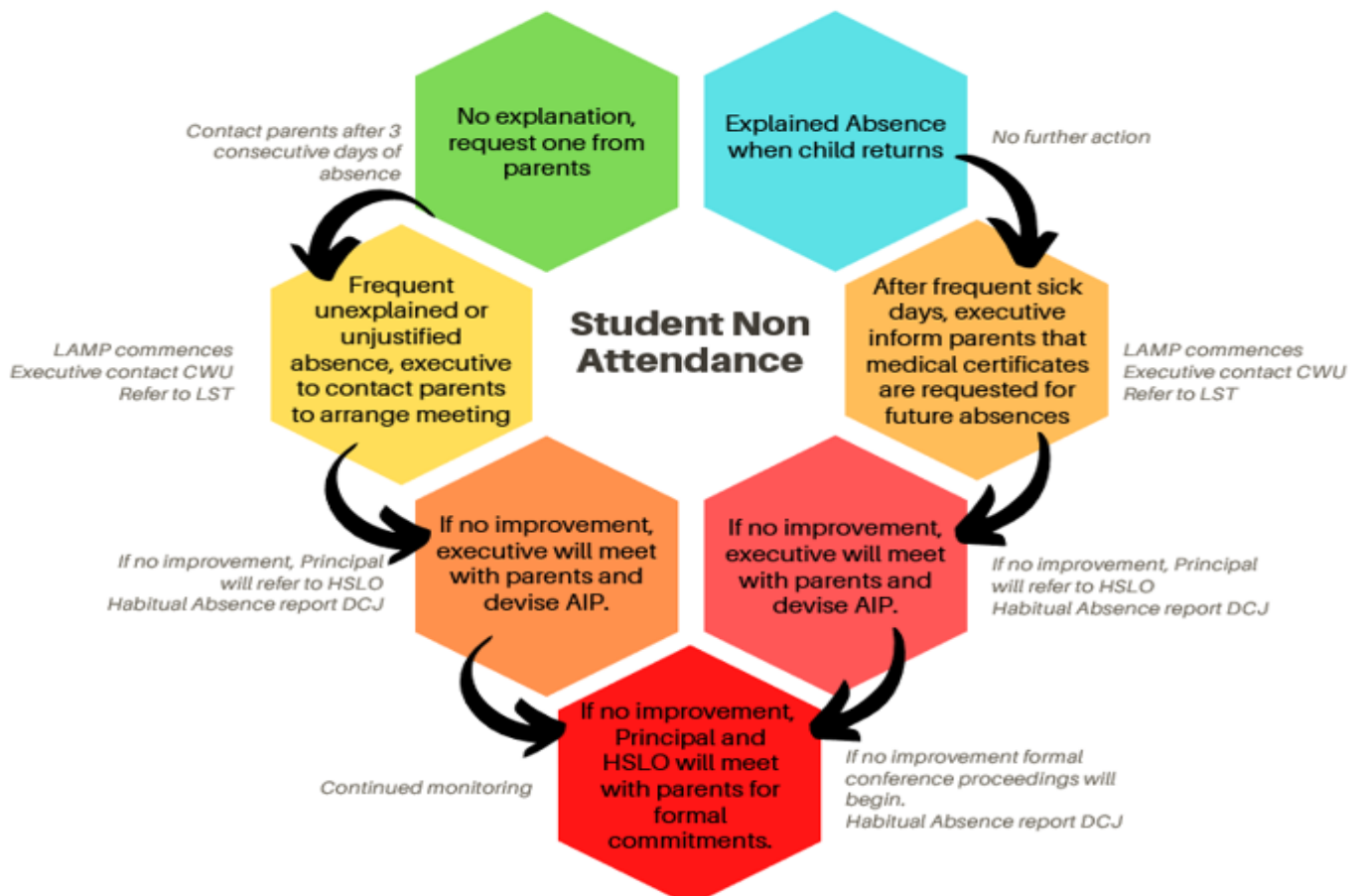
- Working in partnership with parents and the community.
- Recognising excellent and improved student attendance.
- Maintaining accurate records of student attendance.
- Providing clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.
- Engaging and working with external supports.
- Developing and implementing training opportunities for teachers and delegated staff.
- Providing a clear school process for roll marking.
- Using information held in the school roll to assist the school's learning support team to develop plans for emerging non-attendance issues.
- Follow up on absences.
- Have a school procedure for recording verbal explanations of absences including phone calls and conversations with parents.

*(School Attendance in Government Schools 2015)*

## Summary: Student Partial Attendance Intervention Flow Chart



## Summary: Non-Attendance Intervention Flow Chart



## School Attendance Procedure – Administrative Staff

1. Partial absence slips will be generated for classroom teachers for students who arrive late or depart early during the day. Administrative staff will enter these using the correct codes (where necessary with clarification sought from executive).
2. Administrative staff will maintain the automated notification of absence text system that will send a text to the primary contact of students with an unexplained absence at 9:30am on the day to request an explanation.
3. If a student arrives late and is **not** accompanied by a parent, the system will generate an automated notification of absence and will send a text on the day to the primary contact of the student with an unexplained absence, requesting an explanation.
4. Administrative staff will check text reply, Skoolbag, and school email daily for explanations of absence.
5. Administrative staff will complete 'Verbal Permission for Absence' forms when receiving explanations by other means.
6. Administrative staff will receive, and process explanations provided by classroom teachers. This includes out of school activities.
7. Administrative staff will make changes to the attendance register to record explanations of absence using the correct roll marking codes and file notifications in line with record management.
8. Administrative staff will ensure exemption paperwork is filed in the student record card.
9. An 'Absence Report' is generated weekly for the previous week, signed by the principal and retained in line with records management.
10. 'Return of Absences' is completed each semester on the Data Collections Website.
11. An 'Absence Report' is provided to both the Learning and Support Team and the school executive every five weeks to monitor absence trends.
12. Every 4 weeks Attendance letters of concern are generated and mailed to families for those students with a concerning pattern of attendance.

## School Attendance Register Codes

Symbol	Meaning
<b>A</b>	<p>The student's absence is unexplained or unjustified. The symbol must be used if no explanation has been provided within 7 days of the occurrence of an absence or the explanation is not accepted by the principal.</p> <p>It is at the principal's discretion to accept or not accept the explanation provided.</p> <p>(Explained – unjustified)</p>
<b>S</b>	<p>The student's absence is due to sickness or as the result of a medical or paramedical appointment. In these cases:</p> <ul style="list-style-type: none"> <li>• A medical certificate is provided or</li> <li>• The absence is due to sickness and the principal accepts this explanation</li> </ul> <p>Principals may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory attendance. The school may contact the medical provider where unsatisfactory attendance continues, and the Principal can not accept the explanation even with a medical certificate in some circumstances.</p>
<b>L</b>	<p>An explanation of the absence is provided which has been accepted by the principal. This may be due to:</p> <ul style="list-style-type: none"> <li>• Misadventure or an unforeseen event</li> <li>• Participation in special events not related to the school</li> <li>• Domestic necessity such as serious illness of an immediate family member</li> <li>• Attendance at funerals</li> <li>• Travel for holidays in Australia and overseas</li> <li>• Recognised religious festivals or ceremonial occasions.</li> </ul>
<b>E</b>	The student was suspended from school.
<b>M*</b>	The student was exempted from school and a Certificate of Exemption was issued by the delegated officer.
<b>F*</b>	The student is participating in a flexible timetable and not present because they are not required to be at school. (Best Start Assessments, Covid-19)
<b>B*</b>	The student is absent from the school site on official school business. The symbol is used where the principal approves the student leaving the school site to undertake school representation, school excursions or school sport.
<b>H*</b>	The student is enrolled in a school and is required or approved to be attending an alternative educational setting on a sessional or fulltime basis.



# Plattsburg Public School Attendance Procedures

## ROLLS MARKED DAILY

- The roll will be marked on SENTRAL by the supervising teacher.
- All rolls submitted by 9:15 am.

## SMS

- 10 a.m. SMS generated to primary care giver seeking explanation for absence.

## FORMAL NOTE HOME

- Each Monday letters regarding unexplained absences for the previous week are disseminated.
- Formal letters notifying concerns for student attendance under 85%.

## LST & HSLO PROCEDURES

- LST meeting: informal attendance plan.
- HSLO referral: submitted for action/advice.

## CHILD PROTECTION PROCEDURES

- SAO contacts after 3 consecutive days of absenteeism and no SMS reply (no pre-existing CP concerns).
- Staff raise attendance concerns at Staff Meeting (Student Updates).

## FIRST DAY OF ABSENCE

- Executive and Principal triage concerns. Where a concern is identified as high risk a phone call to primary care giver, emergency contact or neighbour is made under principal direction.

## THIRD DAY OF ABSENCE

- When a CP concern has been identified and there has been no response to communication the principal seeks a Police child welfare check, completes MRG and follows advice, advises HSLO.

**NB:** Any exemptions from school, whole or part, will be negotiated by the Principal within the guide lines and may require approval from the Director Public Schools.

# Appendix: PPS LAMP (maintained in SENTRAL)

Data Record: LAMP processes

Save

Cancel

This information is shared between all students involved in this incident

Date:

09/08/2021

Period:

Select Period

Location:

Select Location

Confidential:

☐ Mark this incident as confidential

Teacher:

Mrs DEHNA BROOKS

Subject:

Select Subject

\* Fields marked with an asterisk are required

Record Details: All Students

☒ Share for all students

☐ Phone call

☐ Correspondence sent home

☐ Parent meeting

☐ HSLC referral or advice

☐ Child protection process (specify in notes)

☐ HSLC meeting

☐ Request for Police Welfare Check