

Balgowlah North Public School

10 Manning Street, North Balgowlah, 2093 T: 9949

4499

E: balgowlahn-p.school@det.nsw.edu.au W: www.balgowlahn-p.schools.nsw.edu.au

Balgowlah North Public School Attendance Procedure 2024

Objectives

Balgowlah North Public School is committed to providing a caring and supportive teaching and learning environment that enables students to achieve their personal best. For students to learn, they need to arrive at school on time and attend regularly.

Regular attendance is a critical factor in ensuring that students have every opportunity to learn and develop. This cannot occur without a strong partnership between parents/carers who have the legal responsibility to ensure that students attend school regularly and school staff who have a duty of care to ensure that student attendance is managed according to the school's procedures. Student attendance is everyone's responsibility.

The following procedures have been developed to ensure that Balgowlah North Public School implements the NSW Department of Education School Attendance Policy. The procedures articulate the roles and responsibilities of all staff at Balgowlah North Public School. Balgowlah North Public School records student attendance electronically in School Bytes as per the DOE requirements.

Responsibilities

Parents are responsible for:

- enrolling their children of compulsory school age in a government or registered non- government school.
- 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 are responsible for supporting the regular attendance of students by:

- providing a caring teaching and learning environment which fosters students' sense of wellbeing and belonging to the school community.
- maintaining accurate records of student attendance.
- implementing practices to address attendance issues when they arise.
- providing clear information to students and parents regarding attendance requirements at Kindergarten Orientation, Parent Information sessions and updates in the newsletter.

The principal is responsible for ensuring:

- all students are enrolled, consistent with the requirements set out in The Enrolment of Students in NSW Government Schools.
- the principal or their delegate will undertake all reasonable measures to contact parents on the same day or following day of an absence where parents have not contacted the school. An absence is unjustified if parents have failed to provide an explanation to the school within 7 calendar days and this absence is reflected on the students academic report.
- attendance records are maintained in an approved format and are an accurate record of the attendance of students.
- the parent community are provided with clear information regarding attendance requirements and the consequences of unsatisfactory attendance.
- all cases of unsatisfactory attendance and part or full day absences from school are investigated promptly and that appropriate intervention strategies are implemented.



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Attendance Registers (Rolls)

Attendance registers (rolls) must be maintained on all days on which the school is open for instruction, including school sports days, swimming carnivals, excursions and similar events. Only the codes listed in the Attendance Register Codes are to be used. *See Appendix A.*

School attendance must be recorded on the attendance register by 10.00am each day in School Bytes. Students involved in off-site activities organised by the school or Department of Education and Communities must be marked as school business. *See Appendix A.*

Attendance information must be recorded on the Department's approved electronic roll in School Bytes daily. SASS staff will check School Bytes by 11am each day. They will process any absent notes sent by parents and email any unexplained absences to parents from School Bytes with a link to the parent portal for submitting an explanation.

Casual teachers mark a paper roll and send it to the office for SASS to adjust electronically in School Bytes. Staff responsible for maintaining attendance registers must be acquainted with requirements of this document and correct procedures. Codes to be used on manual attendance registers are found at *Appendix A.*

Supplementary comments regarding absences may be made in the 'notes' column, if required.

In the case of late arrival or early departure, the precise times of arrival or departure must be recorded with the relevant Attendance Register Code.

The teacher or other nominee of the principal, responsible for maintaining the attendance register, is required to save and lock after marking the roll.

Where an alteration is necessary on the attendance register, these will be made by the Teachers or SASS staff in School Bytes.

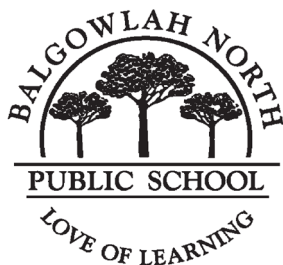
Attendance Monitoring

Class teachers are responsible for:

- reinforcing that regular attendance is necessary and that explained absence notes are required within 7 school days of the absence. Absence explanations received after 7 days will be retained by the school, however attendance records will not be amended.
- School Bytes will be used to generate attendance notifications for all unexplained absences every day after 11.00am and parents will be emailed an Absentee Notice – Compulsory School Attendance.
- closely monitoring attendance patterns – absences and lateness.
- recording the category of absence. *See Appendix A.*
- referring attendance patterns causing concern or unexplained absences (within two days of the absence becoming unexplained) to the Stage Supervisor.
- informing the Assistant Principal-Wellbeing when a student has been absent for three days or more for any reason if non-attendance is an issue and needs further follow up.

The Assistant Principal-Wellbeing will monitor all rolls to ensure that:

- The rolls are marked in accordance with policy.



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- The monitoring of attendance is effective.

The Home School Liaison Officer

- The HSLO will monitor attendance twice a term. A key role of the home school liaison officer is to support schools in maintaining accurate records of student attendance.
- Home school liaison officer should check the level of student attendance. Student attendance checks must be planned. The Principal should be provided with reasonable notice of when attendance checks are to occur.
- At the conclusion of attendance checks, the home school liaison officer should provide the Principal with a brief written report summarising the outcomes of the check. If necessary, the report should specify areas for improvement and follow up including referrals to HSLO if required.
- Home school liaison officers should bring to the attention of the Principal or other nominated school executive, any student whose levels of unjustified absence or whose pattern of absence (including absences due to sickness, even where a medical certificate has been provided) is of concern.

Late/Early Leaving Students

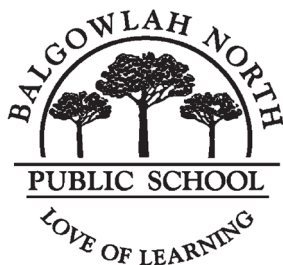
- Students arriving after 9am must report to the office. SASS staff will record the time of entry to the school and the explanation. The parent will be asked to sign the attendance slip as an explained absence. Electronic rolls will be updated accordingly and the students will be given a late slip for their teacher.
- The Assistant Principal-Wellbeing will contact the parents/caregiver if students are consistently late for school.
- Parents signing their child out early must report to the office. SASS staff will record the time of exit from the school and the explanation. The parent will be asked to sign the attendance slip as an explained absence. Electronic rolls will be updated accordingly and the SASS staff will call the student to the office. The early leaver's slip will be put in the teachers pigeon hole for their records. Parents/Carers are not permitted in classrooms.
- The Assistant Principal-Wellbeing will contact parents/caregivers if students are consistently picked up early from school.
- The Assistant Principal-Wellbeing will instigate and monitor a program to encourage a behaviour change with regard to lateness. Ongoing lateness will be referred to the HSLO.

Leave Exemptions from Attendance at School

- Parents may apply for an extended leave exemption from school attendance if a student will be absent for more than 10 consecutive school days. Exemption forms are available for completion on the School Bytes Parent Portal and the School Website.
- Forms must be approved by the principal and the form filed in the student record card.
- Exemptions may be sought on the grounds of a domestic necessity or the health of a child.
- The exemption must be sought before the student commences the period of absence.

Ongoing Part Day Exemption from School

- Students may apply for exemption from attendance in accordance with the DoE Short Term Transition Plan. Applications for Part Day Exemption from school will be considered where the student is engaged with an individual program that will foster successful reengagement with full-time education.
- Part Day Exemption applications must show evidence of how the program will support the student's individual learning needs.
- All Part Day exemptions will be endorsed and reviewed by the principal.



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- Students may be required to complete additional school work if they are not in attendance for at least 5 hours per day.
- Where the Part Day Exemption is part of a health care plan the principal must ensure consultation with health professionals responsible for the health of the child.

Supporting Students with Attendance Concerns

Parents are responsible for the regular attendance of students at school. Principals and school staff, in consultation with students and their parents, will usually be able to resolve problems of non-attendance. While parents should be reminded of their legal obligations under the Education Act (1990) the welfare of the student must be the focus of this consultation.

The most effective means of restoring and maintaining regular school attendance includes sound attendance monitoring practices and regular follow-up of unexplained absences by contacting parents promptly. Early contact with parents is one means of achieving this.

Resolution of attendance difficulties may require a range of additional school based strategies including:

- Student and parent interviews
- Reviewing the appropriateness of the student's educational program
- The development of a school-based attendance improvement plan.
- Referral to the school counsellor or outside agencies
- Support from school based personnel.

If a range of school based interventions has been unsuccessful, support may be requested by referring individual cases of unsatisfactory attendance to the Home School Liaison.

Attendance Records

- Class rolls are retained for a minimum of 7 years.
- Absent notes are retained for a minimum of 3 years after the last action.
- Student Record cards are retained until a student reaches age of 25 or for 7 years whichever is the greater.
- Accident reports are retained until the injured party reaches the age of 25 or for 7 years whichever is the greater.

Appendix A: School Bytes Roll Marking Codes



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Absence type	Absence type
Approved exemption (M)	Special event (L)
Attended funeral (L)	Suspended from school (E)
Family emergency (L)	Travel - domestic (L)
Flexible timetable (F)	Travel - international (L)
Official school business (B)	Unexplained absence (?)
Other (L)	Unforeseen event (L)
Other medical (S)	Unjustified absence (A)
Religious event (L)	Unjustified absence (U)
Shared enrolment (H)	
Sick (S)	

Prepared by Rachel Ridley (Assistant Principal-Wellbeing) in consultation with Colleen Tobler (Business Manager) and Brooke Keevers (Principal BNPS) March2024