

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

Objectives

Balgowlah North Public School is committed to providing a caring and supportive teaching and learning environment to enable 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 Sentral and exports the data to EBS4 weekly as per the DOE requirements.

Responsibilities

Parents are responsible for:

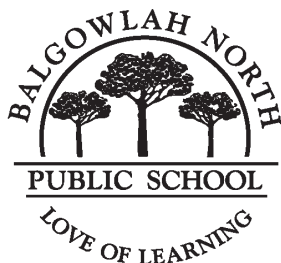
- enrolling their children of compulsory school age in a government or registered non-government school.
- ensuring that their children attend school regularly.
- explaining the absences of their children from school promptly and within seven days to the school.
- taking measures to resolve attendance 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
- Attendance records are maintained in an approved format and are an accurate record of the attendance of students
- 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
- See DoE Policy for further Principal responsibilities including 4.2.9 for exemption from school procedures.



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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 Sentral. 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 Sentral daily. SASS staff will check the BNPS App twice a day for any absent notes posted from parents. These will be forwarded to the classroom teacher via email for the roll to be adjusted by the classroom teacher. The SASS staff will archive each note electronically and teachers are not required to print hard copies of the emailed note.

Casual teachers may either mark the roll in Sentral by signing in with Username: casual Password: bnpscual or mark a paper roll and send it to the office for SASS to adjust electronically on Sentral. 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.

Additional codes must not be used. 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.

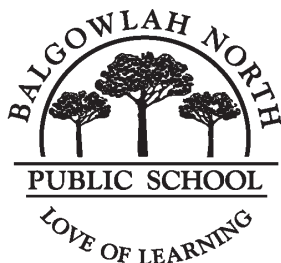
Where an alteration is necessary on the attendance register, these will be made by the Teachers in Sentral.

Attendance Monitoring

Teachers must be aware of the Attendance Policy and its procedures.

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.
- Teachers will contact parents if an absence is unexplained after 3 days.
- 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 Deputy Principal 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.



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The Deputy Principal will monitor all rolls to ensure that:

- The rolls are marked in accordance with policy.
- The monitoring of attendance is effective.

The Home School Liaison Officer

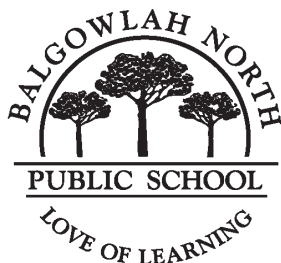
The HSLO will monitor attendance twice a term.

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. Deputy Principal/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 Deputy 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 Deputy 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. The parent/carer will be required to complete the partial absence attendance register. This may be completed manually or using the electronic QR scanner with a mobile phone.
- The time and the reason for the late arrival will be recorded by SASS staff and electronic rolls updated accordingly, the students will be given a late slip for their teacher.
- The Deputy Principal will contact the parents/caregiver if students are consistently late for school.
- Parents signing their child out early must report to the office. The Parent/Carer will be required to complete the partial absence attendance register. This may be completed manually or using the electronic QR scanner with a mobile phone.
- The time and reason for the early departure will be recorded by SASS staff and electronic rolls updated accordingly. The student will be called to the office for collection. Parents/Carers are not permitted in classrooms.
- The Deputy Principal will contact parents/caregivers if students are consistently picked up early from school.
- Deputy Principal will instigate and monitor a program to encourage a behaviour change with regard to lateness. Ongoing lateness will be referred to the HSLO.



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Leave Exemptions from Attendance at School

- Parents may apply for a leave exemption from school attendance if a student will be absent for more than 10 consecutive school days. Exemption forms can be collected and returned to the office.
- Forms must be approved by the Deputy Principal or 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.

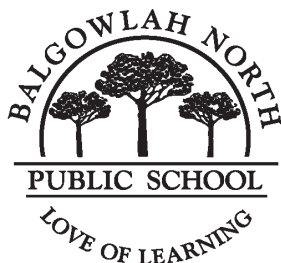
Parents are responsible for the regular attendance of students at school. Principals and school staff, in consultation with students and their parents, will usually be able to resolve problems of non-attendance. While parents should be reminded of their legal obligations under the Education Act (1990) 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 telephone 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 minimum of 3 year after last action.
- Student Record cards 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.



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Appendix A: Sentral Roll Marking Codes

Absence Reasons

Unexplained

Code	Description	Counted?			
?	Absent	Yes	All Day (?)	Late 14:00 (?)	Early 10:00 (?)
U	Unjustified	Yes	All Day (U)	Late 14:00 (U)	Early 10:00 (U)

Explained

Code	Description	Counted?			
S	Sick	Yes	All Day (S)	Late 14:00 (S)	Early 10:00 (S)
M	Exempt	No	All Day (M)	Late 14:00 (M)	Early 10:00 (M)
F	Flexible	No	All Day (F)	Late 14:00 (F)	Early 10:00 (F)
L	Leave	Yes	All Day (L)	Late 14:00 (L)	Early 10:00 (L)
B	School Business	No	All Day (B)	Late 14:00 (B)	Early 10:00 (B)
H	Shared Enrolment	No	All Day (H)	Late 14:00 (H)	Early 10:00 (H)
E	Suspended	Yes	All Day (E)	Late 14:00 (E)	Early 10:00 (E)
A	Unjustified	Yes	All Day (A)	Late 14:00 (A)	Early 10:00 (A)

Prepared by Kerrie Nugent School Administration Officer in consultation with Colleen Tobler and Brooke Keever
Principal BNPS – September 2020