



## Woodenbong Central School Attendance Policy

### 1. Introduction

#### Rationale:

At Woodenbong Central School we recognise the direct relationship between attendance and student attendance. Regular attendance is essential for students to maximise their learning potential.

#### Responsibilities

Schools, in partnership with parents are responsible for promoting the regular attendance of students. Parents are legally responsible for the regular attendance of the children. School staff, as part of their duty of care, monitor part or whole day absences.

Parents are responsible for:

- enrolling their children of compulsory school age in a government or registered non-government school or registering them with NESAs 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 are responsible for supporting regular attendance of students by;

- 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
- 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.

The principal is responsible for ensuring:

- 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*. See WCS enrolment policy.
- 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



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- 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.

### School Attendance Record Requirements

School attendance records must include:

- a Register of Admission to be retained permanently
- notes and records of verbal explanations for absences from parents. This advice is to be retained for two years from the date of receipt
- an Attendance Register (roll) to be retained for **three years**. In a case where a student has an accident necessitating an accident report, all attendance records should be retained until the year the **student reaches the age of 24 years**.
- in secondary schools, a record of the attendance at each lesson, to be retained until the end of the school year
- the student's record card detailing the number of absences each year to be retained for **seven years** after the student has left. In the case of a student who has had an accident necessitating an accident report, the record card should be retained until the student **reaches the age of 24 years**.

### 2. Roll Marking and Organisation

Woodenbong Central School utilises SENTRAL as an attendance record. Rolls are marked using SENTRAL. Rolls are automatically synced with DoE systems. Rolls are maintained for everyday the school is open including school sport days, carnivals and excursions. A special circumstance registered will be maintained on:

- days on which there is part or full industrial action involving teachers.
- Approved school development days
- Days on which the school is inaccessible due to natural occurrences such as fire or flood. In such circumstances the principal will consult with the DEL on deciding if the school is inaccessible.

A copy of the school attendance register is available on the DoE intranet site:

[https://detwww.det.nsw.edu.au/policies/student\\_admin/attendance/sch\\_polproc/implementation\\_9\\_PD\\_20050259\\_i.shtml](https://detwww.det.nsw.edu.au/policies/student_admin/attendance/sch_polproc/implementation_9_PD_20050259_i.shtml)

Roll call is held every day at 8:55am. All students K-12 are placed into roll call groups based on year level.

In primary the roll call is in classrooms immediately after the morning assembly

In secondary roll call is held in classrooms Tuesday, Wednesday and Thursday and is held on assembly on Monday and Friday. Rolls are used to by roll teachers to record a student's absence. The procedure is as follows:

- All students who are not physically present during roll call are marked absent by the teacher.
- The teachers places an "a" in the correct box to indicate that the student is absent on WCS's electronic roll marking system.
- The teacher submits the roll after roll marking is complete.
- The teacher will only use DoE symbols for roll marking
- In the advent of network, power outage the teacher will mark a physical/paper roll and return that roll to the front office after roll marking.

In secondary school attendance is recorded for each period or lesson. In primary attendance is recorded in classes regularly conducted in locations other than the home classroom, after breaks or when there is a change of teacher. Teachers can use their daybook for this purpose.

### Excursions

As per the Excursion Policy:



Students on excursions or other forms of approved leave are entered onto the system by the front office. This records the student as present. A list of students attending the excursion prior to the excursion. The list of students attending the excursion will appear on via Sentral. If a student does not attend a planned excursion: the teacher in charge of the excursion communicates this information to the front office for records to be adjusted.

#### Partial Attendance – Late Arrivals, Early Leavers

A student is late to school if they arrive after 8:55am. Students who arrive late must report to the front office who will:

- Record the time the student arrived at school
- Provide the student with a note which states the time they arrived at school
- Record on the roll a partial attendance for that student.

No teacher has the delegated authority to allow a student to leave school premises other than the normal dismissal times. Only the Principal, Deputy Principal or Assistant Principals may give permission for a student to leave school grounds. Normally this will be done after parental contact. Before leaving school grounds students are to sign out at the front office. Students are not to leave the school before the agreed time.

#### Students who are suspended

When a student is suspended from school the DP (high school) or AP (primary) will inform the front office of the suspension and the length of the suspension. The front office will enter an “E” into the roll for the period of the suspension. If the suspension is resolved and the student resumes school prior to the initial end date of the suspension the DP or AP will inform the front office who will adjust the roll.

### **3. Processes and Procedures**

#### Period by Period roll Marking HS

HS teachers use Sentral to mark rolls on a period by period basis.

All variations are noted on period by period roll marking system. Rolls are monitored by the Deputy Principal for absences and fractional truancy, in the case of secondary students, or an Assistant Principal, in the case of primary students, for follow up under WCS’s Wellbeing and Discipline policy.

#### Students sick or injured at school

If a student becomes sick at school they need to approach their class teacher who will provide them with a note allowing them to report to the front office. If a student needs to go home the front office will contact parents and make the appropriate decision about the student going home. Normally the parent will arrange for the student to be picked up at the front office.

When a student is injured at school the front office is contacted, the first aid officer will make an assessment as to the need for an ambulance. The front office will contact parents to make the appropriate decision about the student going home or to hospital via ambulance. Normally, if the student is to go home, the parent will arrange for the student to be picked up at the front office.

A sick bay register is maintained by the front office staff through Sentral.

#### Permitted late starters and early leavers.

Some senior students may have periods at school when they do not have any scheduled face-face classes. If the study period occurs at the start of the day (ie period 1) the students are permitted to arrive at school late. If the study period/s is at the last or last 2 periods the student are permitted to leave the school at the conclusion of their last class. Students who live close to the school may sign out and sign back in if the student period is in the middle of the day.



It is expected that a student bring a note from home giving the student permission to do this.

When leaving or re-entering the school a student must report to the front office to sign in or out.

#### Fractional Truancy

Fractional truancy is when a student is absent from class and whose absence cannot be accounted for in another way (eg sick bay, on absentee sheet, early leaver, with another teacher). Fractional truancy is to be recorded on the absentee sheet and reported to DP (high school) and AP (primary) for follow up under the School Wellbeing and Discipline Policy.

#### Notes for Absences

Students who have been absent from school are expected to bring a letter from parents to explain their absence on return to school. On receipt of a note explaining the absence the front office will either adjust the roll with “S” for sick, “L” for leave or the absence will remain as unexplained.

The Principal can grant leave from school for up to 50 days in a school year. Leave may be granted for:

- Misadventure or unseen events
- Participation in special events not related to the school
- Domestic necessities such as serious illness not related to the school
- Attendance at funerals
- Recognised religious festivals or ceremonial occasions.

Longer periods of leave may be granted by either the DEL (up to 100 days in a 12 month period) or the Regional Education Director (more than 100 days in a 12 month period). For extended planned absences leave will not be granted retrospectively, by the school.

The principal may decline to accept as satisfactory an explanation for an absence. In such a case the parent will be advised that the explanation has not been accepted and a reason provided. For prolonged or frequent sickness the Principal may request a medical certificate. Medical certificates are not sacrosanct documents. A principal can request the parents’ consent to contact the doctor.

#### Process for unexplained absences:

After a student returns to school without a note explaining the absence:

1. In the first instance the roll teacher should try to obtain a note for the absence
2. If no note is received within 3 days the roll teacher will use RISC to send a letter to the parent requesting an explanation for the absence.

Roll teacher will monitor rolls. If a student has been away from school for a period of time the roll teacher should make contact with home by one of the following methods:

- Phone call home. The outcome of this phone call can be recorded on the Woodenbong Central School register of phone contact.
- Ask front office staff to send an absence letter home.
- Liaise with the school ACLO or AEO.

#### Attendance causing concern

The school will regularly monitor a student’s overall attendance for a semester (at least twice per Term). For students with an unexplained attendance rate below 85%:

- The DP (in case of a secondary student) and the AP (in the case of a primary student) will make contact with home to identify and address issues that may have led to the student’s absence from school. This contact may be by phone, letter, ACLO and/or AEO.
- The students attendance will be closely monitored
- If attendance does not improve the school will seek HISLO support and other Regional Support. The aim of this process is ensure all students regularly attend school.



**Other documents**

Woodenbong Central School Excursion Policy

Woodenbong Central School Enrolment Policy

Woodenbong central School Welfare and Discipline Policy



**Appendix 1 Sentral Letters – see Sentral for a copy of this letter**



**Appendix 2: Woodenbong Central School Register of phone contact regarding student absence**  
Year: K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

Roll Teacher: \_\_\_\_\_

Date	Student Name	Phone number	Dates of Absence	Comment

Return to front Office



Appendix 3: Flow Chart for Attendance Causing Concern

