

Attendance Procedures

Purpose:

All students at Yeoval Central School are expected to attend school every day. Regular attendance at school is essential to assist students to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students.

Yeoval Central School promotes regular attendance through our PBL (Positive Behaviour for Learning) where students are given explicit instruction on attendance expectations and are rewarded for meeting these expectations.

YCS Procedures:

Our school values are *Respect, Responsibility and Cooperation*. Attendance at school is the **responsibility** of every member of our school community.

Personnel:	Responsibilities:
Students	<ul style="list-style-type: none"> Attend each lesson each day Be on time Sign in and out of the office for partial attendance If absent, return to school with a note/medical certificate and catch up on missed work/tasks
Parents/Caregivers	<ul style="list-style-type: none"> Ensure children attend school regularly and are on time Notify the school in advance where possible of any absence Explain any absences as soon as possible but no later than seven (7) days from the first day of absence, through methods such as phone call, Sentral, note or email Provide a medical certificate for illness. This is mandatory for any Stage 5 and 6 assessment task that may be missed Complete an 'Application for Extended Leave' for travel or a holiday and provide travel documentation Complete an 'Application for Exemption' as needed Work with the school to support any attendance concerns
Teachers	<ul style="list-style-type: none"> Provide a caring environment which fosters students sense of wellbeing and belonging <i>Primary</i>: keep accurate rolls for classes conducted outside of the home classroom. <i>RFF Teachers</i>: keep accurate rolls for each lesson on Sentral PxP <i>Secondary</i>: keep accurate rolls for each lesson on Sentral PxP Mark roll on Sentral in Activities for any excursions that occur
Year Advisors	<ul style="list-style-type: none"> Keep accurate rolls each day Contact parents after four unexplained absences in a row Report any attendance concerns to HT/AP and Wellbeing Coordinator If requested by ESES Team, contact parents to inform them of Personalised Attendance Plan procedures. Complete Personalised Attendance Plan paperwork Follow-up any consequences for truanting Follow-up absences and report concerns about safety, welfare or wellbeing to the Principal

Administration	<ul style="list-style-type: none"> • Daily absence and late notifications sent to parents automatically via Sentral at 10:30am • After automatic notifications, check responses and amend rolls accordingly • Print weekly attendance reports for signature by Wellbeing Coordinator every Monday • Print 85% or less attendance report every three weeks for Wellbeing Coordinator for ESES meetings • Complete <i>Certificate of Extended Leave</i> once application is approved by Principal • Advise Wellbeing Coordinator/Principal of any attendance concerns • Amend Sentral rolls with Attendance information once received • Print 100% attendance certificates each term. • Generate PxP roll report for Principal and Head Teacher 2pm every Friday
ESES Team	<ul style="list-style-type: none"> • Analyse and review trends/concerns at each meeting • Advise appropriate personnel of actions to be taken • Forward meeting minutes to HSLO when required • Consult and decide if students need to begin Personalised Attendance Plans • Consult and refer students to HSLO when required
Wellbeing Coordinator	<ul style="list-style-type: none"> • Monitor and track trends in attendance (weekly) • Sign weekly attendance reports • Analyse attendance data reports and advise ESES Team/Principal of any attendance concerns • Liaise with Year Advisors to monitor individual student attendance issues • Complete HSLO referral paperwork • Liaise regularly with HSLO
Principal	<ul style="list-style-type: none"> • Ensure that encouraging and monitoring regular attendance is a core school responsibility • Maintain an attendance register (roll) in a form approved by the Minister that must be made available for inspection during school hours by a NESA inspector or by any authorised person • Provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance • Ensure the school has effective measures in place to contact parents when they have failed to provide a satisfactory explanation for an absence • Ensure that for students with attendance concerns, the learning and support needs of those students are addressed in consultation with parents • Ensure that any matter relating to school attendance where safety, welfare and wellbeing concerns for the student arise all required reports are made to the Community Services Child Protection Helpline on 132 111 or the Child Wellbeing Unit on 9269 9400

The Principal can decline to accept an explanation for an absence and record the absence as 'unjustified'.

Examples of explanations:

Justified	Unjustified
<ul style="list-style-type: none"> Sick or having a contagious illness Unavoidable medical appointment Religious holiday Funeral 	<ul style="list-style-type: none"> Hair and beauty appointments Birthday Slept in Shopping

Students are considered to have an unsatisfactory pattern of attendance if:

- They have regular absences without explanation (despite follow up from the school)
- Regular absences/extended periods of absence and explanations provided by parents are not accepted by the Principal.

Absence data is recorded on Student Reports each semester as:

Whole (Explained)	Partial (Explained)	Whole (Unexplained)	Partial (Unexplained)
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Students can be granted 'exemptions from attendance at school' due to:

- Exceptional circumstances (including health of the student)
- The child being prevented from attending school because of the direction of the Public Health Act 2010
- Employment in the entertainment industry
- Participation in elite arts or elite sporting events

Travel during school terms cannot be classified as exempt. Parents must complete an 'Application for Extended Leave' prior to travel.



Support:

Yeoval Central School will document the range of strategies used to address a student's unsatisfactory school attendance on Sentral.

DAILY

Roll teachers

1. Mark absent students each morning during roll call on Sentral (no reason needed)
2. Click 'Submit'

Administration

1. Check all rolls have been submitted
2. Justify known absences
3. Generate SMS notification to parents/caregivers daily for any absences
4. Justify known absences from letters, emails or phone calls through Sentral
5. Update Medical Certificate information as necessary on Sentral
6. Mark any partial attendances throughout the day, print slip for students
7. In an event of an emergency, print 'Evacuation Summary' for each roll call teacher



WEEKLY

Administration

1. Generate Letter 1 to be sent to parent/caregivers for the previous week's attendance
2. Generate Letter 2 for non-responses of Letter 1

Resources:

[Education Act 1990](#)

[DoE School Attendance Policy](#)

The following two procedure documents are downloadable from the DoE School Attendance Policy website:

- School Attendance in Government Schools Procedures
- Exemption from School Procedures

Policy created:

October 2019

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Endorsed by the Executive, P&C and SRC NB. To induct staff

Policy to be reviewed: October 2022