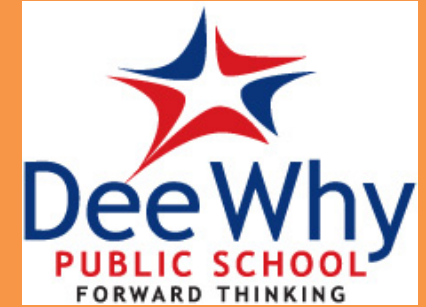




Education

# Attendance Implementation Plan

Dee Why Public School



## Attendance Implementation Plan:

### School Attendance Policy (2017)

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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.

#### Rationale

Section 22 of **the Education Act (1990)** states that it is the duty of the parent of a child of compulsory school-age to cause the child:

- a) to be enrolled at, and to attend, a government school or a registered non-government school, or
- b) to be registered for home schooling with the NSW Education Standards Authority (NESA) and to receive instruction in accordance with the conditions to which the registration is subject.

A child is considered to have an unsatisfactory school attendance when they have regular or extended absences without explanation (despite follow up from the school) or explanations not accepted by the Principal. An extended period of absence may be consecutive or irregular patterns of non-attendance.

# Our Attendance Implementation Plan

This plan meets the requirements for the attendance of students in NSW government schools as determined in the School Attendance Policy (2017) of the NSW Department of Education.

## Context

Full and regular attendance at school 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 under the Education Reform Act 1990 to ensure that students attend school regularly; and school staff who have a duty of care to ensure that student attendance is promoted and managed according to policy and procedures.

## Responsibilities

Parents/Caregivers are responsible for:

- ensuring their children attend school regularly
- explain the absences of their child within seven days from the first day of absence by phoning the school office or providing a note to the class teacher or by responding to sms notifications and absence letters
- work with the school to resolve attendance issues involvement their child.

Staff are responsible for:

- marking and submitting roll on Sentral by 9:30am each day
- maintaining accurate records of student attendance using approved procedures using the *School Attendance Register Codes* (See Appendix)
- seeking and retaining written, electronic and verbal explanations from parents regarding student attendance
- making themselves available for scheduled parent meetings to discuss any attendance concerns and provide strategies to support improved attendance

- providing information to parents and students about attendance requirements.

## School Administration Staff

School Administration Staff will:

- assist parents to complete late arrival and early departure slips (when recording a partial absence, the reason and precise time of arrival and/or departure must be documented)
- provide class teachers with a printed late arrival/early departure slip as confirmation of student being signed in and/or out
- archive written, electronic and verbal explanations from parents regarding student attendance for required periods of time
- transfer attendance information from Sentral to ERN.

## Teachers

Classroom teachers will:

- provide a caring teaching and learning environment which fosters a sense of belonging by students to the school community
- record absences promptly at the commencement of the school day using the *Attendance Register Codes* (See Appendix)
- undertake reasonable measures to contact parents within two days of an absence being unexplained
- follow up on unexplained absence request issued by Principal (See Appendix, *Compulsory School Attendance Letter*)
- communicate mandatory DoE attendance requirements to parents through class information sessions and grade newsletters
- keep a hard copy of written absent notes and medical certificates in student notes folder (issued at the start of each year)
- Report chronic non-attendance, truancy, persistent partial attendance or any other attendance concerns to the Stage Team Leader.

## Casual Teachers/Support Staff

Casual teachers will:

- mark the class roll in Sentral by 9:30am using the generic casual login details, available in the staff room
- obtain a hard copy of the class list in the event the class roll cannot be marked in Sentral.

## Assistant Principals

Assistant Principals will:

- monitor attendance and roll marking by teachers and schedule attendance for discussion on stage meeting agenda
- raise attendance concerns with Principal at executive meeting
- ensure staff are provided with information on attendance requirements and their obligation to monitor and promote school attendance
- ensure that when frequent absences are explained as being due to illness that:
  - consultation occurs with parents regarding the health care needs of the student
  - medical certificates are sought for the absences.
  - where there are ongoing concerns, approval is sought from parents to contact the student's doctor so the school has all relevant information regarding the student's health care needs
  - strategies are developed to ensure regular attendance at school.

## Principal

The Principal will:

- monitor and evaluate whole school attendance data through Sentral roll checks, school plan and at weekly executive meetings
- contact parents on the same day or following day of absence where parents have not contacted the school (See Appendix, *Compulsory School Attendance Letter*).
- communicate with the Home School Liaison Officer
- ensure attendance records are maintained in an approved format
- support staff and parents/carers with attendance concerns
- ensure the school has effective measures in place to monitor and follow up student absences
- ensure interpreters and translated materials, including letters are available when communicating with parents from language backgrounds other than English in matters relating to school attendance.
- ensure any child protection concerns underlying school attendance issues (including educational neglect) are reported to the Community Services Child Protection Helpline or contact made

with the Child Wellbeing Unit (as required by the Mandatory Reporter Guide).

- grant sick leave to students whose absences are satisfactorily explained as being due to illness
- accept other explanations for absence and record the absence as "L"
- decline to accept an explanation for absence and record the absence as unjustified (See Appendix, *Declining an Application for Extended Leave*)
- grant an exemption from school attendance for periods totalling up to 100 days in a 12 month period for any one student provided certain conditions are met. See; *Exemption from School – Procedures* [https://education.nsw.gov.au/policy-library/associated-documents/exempt\\_gui.pdf](https://education.nsw.gov.au/policy-library/associated-documents/exempt_gui.pdf)
- grant part-day exemptions from school for periods totalling up to 100 days in a twelve month period. See; *Exemption from School – Procedures* [https://education.nsw.gov.au/policy-library/associated-documents/exempt\\_gui.pdf](https://education.nsw.gov.au/policy-library/associated-documents/exempt_gui.pdf)

## Procedures

### Partial Attendance

Parents/carers should attempt to make appointments outside school hours to reduce disruption to the student's education. Parents/carers who collect their children before the end of the day are required to sign their child out at the Office **prior** to collecting them from the classroom.

Parents are required to supply the class teacher with proof of early departure authorisation which can be obtained from the school Office.

If a student is late, both student and their parent/caregiver are required to report to the office to collect a late slip which is to be given to the classroom teacher.

### Absence

If a student is absent from school parents/carers should, as soon as practical, call the Office, write a note or provide an electronic explanation within seven days to either the classroom teacher or administration staff.

### Unsatisfactory patterns of attendance

The school's Learning and Wellbeing Team will:

- in partnership with parents, identify and implement strategies that address the learning and support needs of a student with attendance patterns of concern
- connect families with appropriate referral and support networks within the department and with local external agencies

### Evacuation

Teachers will take a paper roll with them to the evacuation point. Office staff will provide student absence details to teachers at the evacuation site.

### Evaluation

The school's Attendance Plan will be reviewed annually.

### Related Polices

1. Enrolment of Students in Government Schools

[https://education.nsw.gov.au/policy-library/related-documents/pd02\\_06\\_enrolment\\_of\\_students.pdf](https://education.nsw.gov.au/policy-library/related-documents/pd02_06_enrolment_of_students.pdf)

### Additional Information

1. Memorandum to School Principals, Regional Directors and School Education Directors DN/06/00168  
<https://detwww.det.nsw.edu.au/schooladmin/schoolenrolment/memodn0600168.htm>
2. Student Attendance in Government Schools – Procedures
3. Exemption from School Procedures  
[https://education.nsw.gov.au/policy-library/associated-documents/exempt\\_gui.pdf](https://education.nsw.gov.au/policy-library/associated-documents/exempt_gui.pdf)
4. School Attendance Register Codes  
[https://education.nsw.gov.au/policy-library/related-documents/reg\\_codes.pdf](https://education.nsw.gov.au/policy-library/related-documents/reg_codes.pdf)
5. Exemption from School Frequently Asked Questions  
[https://detwww.det.nsw.edu.au/media/downloads/intranet/lists/directoratesaz/stuwelfare/stuwellbeing/attendance/exemp\\_faq.pdf](https://detwww.det.nsw.edu.au/media/downloads/intranet/lists/directoratesaz/stuwelfare/stuwellbeing/attendance/exemp_faq.pdf)
6. School Attendance in Government Schools Phone Intervention Program

<https://education.nsw.gov.au/policy-library/related-documents/pips.pdf>

7. School Attendance in Government Schools Special Circumstance Register

[https://education.nsw.gov.au/policy-library/related-documents/spcir\\_reg.pdf](https://education.nsw.gov.au/policy-library/related-documents/spcir_reg.pdf)

### School Contact Information

Address: Regent St, Dee Why, NSW 2099

Phone: 9948 2225

Fax: 9949 7241

Email: [deewhyp.school@det.nsw.edu.au](mailto:deewhyp.school@det.nsw.edu.au)

Website: [www.deewhy-p.schools.nsw.edu.au](http://www.deewhy-p.schools.nsw.edu.au)

### Acknowledgments

We would like to thank and acknowledge Megan Holland (Rel. Principal) and Balgowlah Heights Public School for their support in compiling this document.

# School Attendance Register Codes

<b>Attendance Register Codes</b> <b>Symbols to be used to record a variation in attendance</b> (not counted as an absence for statistical purposes)	
Symbol	Meaning
<b>A</b>	The student's absence is unexplained or unjustified. This symbol must be used if no explanation has been provided by parents within seven days of the occurrence of an absence or the explanation is not accepted by the principal.  It is at the principal's discretion to accept or not accept the explanation provided.
<b>S</b>	The student's absence is due to sickness or as the result of a medical or paramedical appointment. In these cases: <ul style="list-style-type: none"> <li>• a medical certificate is provided or</li> <li>• the absence was due to sickness and the principal accepts this explanation.</li> </ul> Principals may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory attendance.
<b>L</b>	An explanation of the absence is provided which has been accepted by the principal. This may be due to: <ul style="list-style-type: none"> <li>• misadventure or 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 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 attending school and a Certificate of Exemption has been issued by a 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. This could include participation in: <ul style="list-style-type: none"> <li>• HSC Pathways Program</li> <li>• Best Start Assessments</li> <li>• Trial or HSC examinations</li> <li>• VET courses</li> </ul>
<b>B</b>	The student is absent from the school on official school business. This symbol is recorded where the principal approves the student leaving the school site to undertake, for example: <ul style="list-style-type: none"> <li>• work experience</li> <li>• school sport (regional and state carnivals)</li> <li>• school excursions</li> <li>• student exchange</li> </ul>
<b>H<sup>1</sup></b>	The student is enrolled in a school and is required or approved to be attending an alternative educational setting on a sessional or full time basis.  The symbol is recorded where a student accesses education settings separate to their mainstream school such as: <ul style="list-style-type: none"> <li>• tutorial centre and programs</li> <li>• behaviour schools</li> <li>• juvenile justice</li> <li>• hospital schools</li> <li>• distance education</li> </ul>

<sup>1</sup> Note: In most cases this code will only be used by Department of Education and Communities schools, with the exception of students from non-government schools attending hospital schools.



## Absentee Notice 1 – Compulsory School Attendance

Date

Dear Parent's Name

I refer to the attendance of Student Name at school.

Regular attendance at school is important for students to reach their potential. The school is required to record the reason for any absences, including partial absences, as a way of ensuring that students are absent from school only when they are sick or have another good reason for missing school.

Your child, Name, was absent from school on insert date/s and no explanation has been received. Please assist us by completing the attached form and return it to school with your child as soon as possible.

Alternatively, you may wish to contact the school on 9971 8635 to discuss your child's attendance.

Yours sincerely

Mark Chaffer

**Principal**

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Please provide an explanation for the absence/s by returning this section or telephoning the school.

Name of Student \_\_\_\_\_ Year/Class \_\_\_\_\_

Date/s of absence \_\_\_\_\_

Reason for absence  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent name: \_\_\_\_\_ Signed \_\_\_\_\_ Date: \_\_\_\_\_

**Absentee Notice 2 – Compulsory School Attendance**

Date

Dear Parent's name

Your child, student's name, was absent from school on dates and no satisfactory explanation has been received.

The *Education Act 1990* requires you to ensure your child attends school each day that instruction is provided unless they are prevented from doing so by sickness or other acceptable reason and for you to provide an explanation for any absence.

The Act requires you to explain your child's absences within seven days of their occurrence. Failure to do so will result in an unjustified absence being recorded.

Please provide an explanation in the space below and return this form to the school as soon as possible. If you have concerns that our records are incorrect please contact the school immediately.

Alternatively, you may wish to contact the school on 9971 8635 to discuss your child's attendance.

Yours sincerely

Mark Chaffer

**Principal**

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Please provide an explanation for the absence/s by returning this section or telephoning the school.

Name of Student \_\_\_\_\_ Year/Class \_\_\_\_\_

Date/s of absence \_\_\_\_\_

Reason for absence  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent name: \_\_\_\_\_ Signed \_\_\_\_\_ Date: \_\_\_\_\_



## APPLICATION FOR EXTENDED LEAVE – TRAVEL

*To be completed by the student's parent/caregiver and returned to the student's school principal.  
Separate applications are to be completed for each school if siblings do not attend the same school.*

### PART A: STUDENT DETAILS

Please complete table below with details of all students associated with the period of travel:

FAMILY NAME	GIVEN NAME	DOB	AGE	GRADE	SRN
		/ /			
		/ /			
		/ /			
		/ /			
		/ /			
		/ /			

Student address: \_\_\_\_\_ Postcode: \_\_\_\_\_

School name: **DEE WHY PUBLIC SCHOOL**

Dates of extended leave applied for: From: \_\_\_/\_\_\_/\_\_\_ to: \_\_\_/\_\_\_/\_\_\_

Number of school days: \_\_\_\_\_

Reason for travel: \_\_\_\_\_

Relevant travel documentation such as an e ticket or itinerary (in the case of non flight bound travel within Australia only) must be attached to this application.

### DETAILS OF PRIOR EXEMPTIONS/EXTENDED LEAVE – TRAVEL (if applicable)

Date of prior exemption/extended leave: From: \_\_\_/\_\_\_/\_\_\_ to: \_\_\_/\_\_\_/\_\_\_

Number of school days: \_\_\_\_\_

Copy of Certificate of Exemption/Extended Leave-Travel attached (Please tick ): Yes  No

### PARENT DETAILS (Applicant)

Family name: \_\_\_\_\_ Given name: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

As the parent and applicant, I hereby apply for a *Certificate of Extended Leave-Travel* and understand my child will be granted a period of extended leave upon acceptance by the principal of the reason provided.

I understand that if the application is accepted:

- I am responsible for his/her supervision during the period of extended leave
- The provided period of extended leave is limited to the period indicated
- The provided period of extended leave is subject to the conditions listed on the *Certificate of Extended Leave-Travel*
- The period of extended leave will count towards my child's absences from school

I declare the information provided in this application is to the best of my knowledge and belief; accurate and complete. I recognise that should statements in this application later prove to be false or misleading any decision made as a result of this application may be reversed. I further recognise that a failure to comply with any condition set out in the *Application for Extended Leave- Travel* may result in the provided period of extended leave being cancelled.

Signature of parent/s: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

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### PRIVACY STATEMENT

The Department of Education is subject to the Privacy and Personal Information Protection Act 1998. The information that you provide will be used to process your child's *Application for Extended Leave-Travel* during the period indicated.

It will only be used or disclosed for the following purposes.

- General student administration relating to the education and welfare of the student
- Communication with students and parents
- To ensure the health, safety and welfare of students, staff and visitors to the school
- State and National reporting purposes
- For any other purpose required by law.

The information will be stored securely. You may access or correct any personal information by contacting the school. If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, you should contact the school.

### PART B: TO BE COMPLETED BY THE PRINCIPAL

I accept this *Application for Extended Leave- Travel* (Please tick one box  No

Please provide more detail here (if required):

Principal's name (please print): Mark Chaffer

Telephone number: 9971 8635

Signature of principal: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Note: Please complete the Certificate of Extended Leave - Travel if requested leave is to be granted.**

## CERTIFICATE OF EXTENDED LEAVE - TRAVEL

*Where an application is made by a parent with more than one child a separate copy of this Certificate should be placed in each student's file.*

### STUDENT DETAILS

Please complete table below with details of all students associated with the period of travel:

FAMILY NAME	GIVEN NAME	DOB	AGE	GRADE	SRN

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

School name: **DEE WHY PUBLIC SCHOOL** School's telephone: **9971 8635**

Dates of extended leave: From: \_\_\_/\_\_\_/\_\_\_ to: \_\_\_/\_\_\_/\_\_\_

Reason for providing the period of extended leave:

Conditions applicable to providing the period of extended leave:

It has been explained to the parent of the above mentioned student/s that they are responsible for his/her supervision during the provided period of extended leave.

The parent understands that the period of extended leave is limited to the period indicated and acknowledges that the provided period of extended leave is subject to the conditions listed.

Principal name: \_\_\_\_\_ Principal signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**This certificate has been issued without alteration and must be produced when requested by police or other authorised attendance officers.**

## Declining an Application for a Certificate of Extended Leave

Correspondence Name

Correspondence Address

Insert date

Dear Parent Name

You recently applied for a *Certificate of Extended Leave - Travel* for Student Name/s. *Certificates* are provided when it has been clearly demonstrated by the parent that the leave is necessary and that alternatives to providing leave have been considered. Further, the providing of leave must be in the student's best interests in the short and long term.

Your application has been considered I find the reasons provided to be insufficient and I am not able to approve the request. Absences not approved by the principal will be marked as unexplained/unjustified on the school's attendance register.

If you wish to discuss this application further please contact the school by phone on 9971 8635 or by email [deewhyp.school@det.nsw.edu.au](mailto:deewhyp.school@det.nsw.edu.au) to make an appointment with me.

Yours sincerely

Mark Chaffer  
**Principal**

## Application to the Home School Liaison Program

Correspondence Name

Correspondence Address

Dear Parent Name

I refer to the attendance of your child, Student Name at school.

You have previously been advised that name's attendance is a matter of concern. The school has implemented a range of strategies to encourage name's full attendance at school without success.

At a recent school Learning and Wellbeing Team meeting, name's pattern of attendance was reviewed and his/her attendance remains unsatisfactory.

As a result of Student First Name's unsatisfactory attendance, I am required to make an Application to the Home School Liaison Program local manager for consideration of further action. An attendance officer may be allocated to work with you and the school to develop an Attendance Improvement Plan.

If you do not meaningfully engage in the Attendance Improvement Plan and there is no improvement in name's attendance during this time, the matter will be referred to the Department's solicitors for legal action.

Regular attendance at school is essential if Student First Name is to achieve his/her educational best, and increase his/her career and life options. School staff remain committed to working in partnership with you to address the issues which are preventing Student First Name's from full participation at school.

The *Education Act (1990)* requires parents to ensure that children of compulsory school age attend school each day it is open for instruction.

It is important that we work together to improve Student First Name's attendance at school.

Yours sincerely

Mark Chaffer  
Principal