



## **School Attendance Policy**

### **Attendance Statement**

Lawrence Hargrave School's attendance policy is based on the principal that regular attendance and punctuality at school, for every student, is essential if students are to achieve their potential and increase their career and life options. At Lawrence Hargrave School we encourage and support the good attendance of all our students.

Schools in partnership with parents/carers are responsible for promoting regular attendance of students to school. The Lawrence Hargrave School policy adheres to and is underpinned by the NSW Department of Education's Student Attendance in Government Schools Procedures document and the School Attendance Policy.

While parents/carers are legally responsible for the regular attendance of their children at school, school staff as part of their duty of care, are responsible for recording and monitoring student attendance.

It is the policy of this school that all students attend regularly and engage fully with their learning.

### **Student Responsibility**

Students enrolled in school are required to attend school on each day that school is open for instruction. Regular attendance and punctual arrival to school and class are important components of student welfare, learning and achievement.

A student must arrive at school before the bell at 8.55am and move promptly to assembly once the bell has gone.

Students who do not arrive by 8.55am are to report to the Front Office and sign in as late. If the student lateness is due to circumstances that can be explained and authorised by a parent the student should have a note that is submitted to the office and rolls will be adjusted.

A student must bring in a note to explain his/her absence from school at the first opportunity or the absence will be marked as "Unexplained".



## **Parent/Carer Responsibility**

The Education Act (1991) states that it is compulsory for all children between 6 – 17 years to attend school and that it is the parent/carers responsibility to ensure that their child/ren attend school every day that school is open for instruction.

The best outcomes for students occur when schools and parents/carers work in partnership to support regular school attendance.

If a student is absent, it is the responsibility of the parent/carers to provide an explanation for their child's absence within 7 school days of the first day of absence. Parent/carers may call the school on the day of absence or write a note.

If the student is absent for more than 2 consecutive days, a medical certificate is required to explain their absence.

## **School Responsibility**

Encouraging regular attendance of students is a core school responsibility. Staff must be aware of student attendance requirements and it is their obligation to monitor and promote regular attendance of students at school. To effectively implement the school attendance policy, Lawrence Hargrave School adheres to the following processes and procedures.

Rolls are marked daily in accordance with the DoE Attendance Policy. All rolls are marked and submitted electronically through Sentral within the first 15 minutes of class.

When frequent absences are explained as being due to illness the school will consult with the parents/carers regarding the health care needs of the student.

Where there are ongoing concerns, approval is sought from parents/carers to contact the student's doctor/s so the school has all the relevant information regarding the student's health care needs.

Where appropriate, the Principal has the right to decline an explanation for a student's absence and record their absence as unjustified.



## **Classroom Teacher Responsibility**

It is the responsibility of the classroom teacher to accurately mark the class roll within 10 minutes of the beginning of class on a daily basis. Classroom teachers need to actively encourage good student attendance and question and monitor poor student attendance.

If a student has been absent for 2 consecutive days, and there is no explanation, it is the responsibility of the classroom teacher to try and contact (by phone) the parents/carers. They are to record their attempt onto SENTRAL, and note down details of the conversation. If the classroom teacher has any concerns regarding a student's continued absence or poor attendance they should inform a member of the executive team.

Classroom teachers, where appropriate, should include goals for good attendance and punctuality into the student's Personal Learning Plan. Those students meeting their attendance goals should be recognised for their good attendance and given a merit award at each assembly.

## **Assistant Principal Responsibilities**

The Assistance Principal is responsible for monitoring student attendance across their stage group through regular communication with classroom teachers. It is also their responsibility to organise their stage group reward excursions for those students who have achieved 85% attendance or higher over the school year.

Assistant Principals should follow up on any attendance concerns raised by classroom teachers by phoning the parents/carers or mail. Discussions, where appropriate, should be had with the student and/or parent to implement strategies to support and improve student attendance. If these strategies fail to improve the student's attendance, the Principal is informed and a formal warning letter is sent home to the parents/carers.

The Assistance Principal will then monitor the student's attendance and if necessary, inform the Principal that a referral should be made to the Home School Liaison Program.



## **PBS Team Responsibilities**

The PBS Team are responsible for monitoring the effectiveness of the School Attendance Policy through data collection and evaluation. They are to collate the data and present it to staff regularly to allow all staff to understand the importance of good student attendance. At the end of each school term, the PBS team also use this data to inform parents/carers of their child's attendance through letters home.

Positively, it is also their responsibility to determine which students have improved in their attendance and achieved over 85% attendance and reward those students with a certificate at school assembly.

## **Roles and Responsibility of the Home School Liaison Officer**

The Home School Liaison Officer (HSLO) is a NSW Department of Education representative who works in close partnership with the school in an advisory role relating to matters of student attendance. Regular meetings are held with the Principal and school executive team where those students with attendance concerns are brought to the HSLO's attention. Discussions are then had around strategies to support those students in improving their attendance at school.

If a student's attendance remains a concern the school may refer this student to the Department of Education Home School Liaison Program for further intensive support by the Home School Liaison Officer.

## **Roles and Responsibility of School Administration Staff**

It is the responsibility of the School Administration Staff to up-date the school attendance register daily (SENTRAL). This includes student absences related to school activities (School Business) e.g. excursions, work placement, suspensions, exemptions, TAFE etc.

School administration staff will also record explanations for student absences (partial and whole day) as notified by parent/carer and through this process, notify the relevant Assistant Principal of any unreasonable explanations for student's absence. The Assistant Principal will determine judgement after enquiries have been made.



# LAWRENCE HARGRAVE SCHOOL

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At the end of each school day, where applicable the School Administration Officer will notify parents/carers of their child's absence from school.

In the case of late arrival or early departure, the precise times of arrival or departure must be recorded with the relevant attendance register codes.

### **Truancy and Roll Marking**

Truancy is an unauthorised student absence from school or class.

In the event that a member of staff notices that a student is missing or has left the school grounds without parental permission and they suspect that the student is truanting, it is their responsibility to notify a member of the executive team immediately.

The roll through Sentral should be altered to reflect the Partial absence with the time the student left and a note written in as 'truanting'.

The executive team will then contact the parents/carers to notify them that their child has left the school without permission.

### **Links to Department of Education Attendance Policies**

#### **NSW DoE Attendance Policy**

<https://education.nsw.gov.au/policy-library/policies/school-attendance-policy>

#### **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)