

## ATTENDANCE POLICY

### Rationale

Regular attendance at school is essential for students to achieve their educational best and increase their career and life options. When a student attends school daily, learning becomes easier and friendships with other students are fostered and maintained.

Schools have a duty of care to monitor student attendance and address attendance issues if they emerge. Parramatta North Public School staff will work in partnership with parents to encourage and support regular attendance of students.

This document has been prepared in accordance with the NSW Department of Education Student Attendance Policy and Student Attendance in Government Schools Procedures 2015. It is expected that all members of the school community meet the requirements of the Department and school's attendance policy and procedures to allow our students to access quality education.

### Responsibilities of Parents

Parents are responsible for:

- ensuring that their child attends school each day that it is open for instruction
- explaining the absences of their child from school promptly and within **seven days** to the school through means including telephone, written note or email
- taking measures to resolve the attendance issues involving their child
- communicating with the school issues that may be impacting on their child's attendance and supporting intervention strategies developed and implemented by the school to address ongoing attendance issues

### Absences

On occasion a student may need to be absent from school. Justified reasons for student absences may include:

- being sick, or having an infectious disease
- having an unavoidable medical appointment
- being required to attend a recognised religious holiday
- exceptional or urgent family circumstances e.g. attending a funeral

Where an explanation has not been received within the **7-day timeframe**, the class teacher will record the absence as unjustified on the class roll.

### Partial Absences: Late Arrival to School

It is important that students arrive at school on time.

Punctuality to class:

- ensures that students do not miss out on important learning activities scheduled early in the day
- reduces classroom disruption
- helps students learn the importance of punctuality and routine
- allows students time to greet their friends before class.

Students arriving after the bell will report to the office to receive a **late note (Appendix 1)** to be documented in the class roll by the teacher. Lateness is recorded as a partial absence and **must be explained by parents**.

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### Partial Absences: Early Leave

Parents requiring their child to leave school early must report to the office and complete an **Early Departure Note (Appendix 1)** outlining the time and reason for early departure. The teacher will document the information in the class roll. Early departure is recorded as a partial absence.

### Extended Leave

Families are encouraged to travel during school holidays. If travel during school term is necessary, an **Application for Extended Leave-Travel (Appendix 2)** will need to be completed. Absences relating to travel will be marked as leave on the roll and therefore contribute to the student's total absences for the year.

Travel is considered to be domestic or international travel for the purpose of a family holiday, family business, bereavement or other reasons, which should be specified on the application.

Travel documentation, such as a travel itinerary or e-ticket, should be attached to the application. Where a principal considers that the travel is acceptable during school term, a **Certificate of Extended Leave-Travel (Appendix 3)** will be issued. The original certificate is provided to the parent and a copy of the certificate placed in each student's record card.

The absences will be recorded as "L" – Leave in the Attendance Register or roll.

Principals may decline to accept a parent's **Application for Extended Leave – Travel** if it is not in the best interests of the student. In this case the parent will be advised in writing.

A **Certificate of Extended Leave – Travel** should not be issued where the Principal is aware that the student has been the subject of a Child Protection report made to Family and Community Services, or has had contact with the Child Wellbeing Unit, and for whom unresolved issues concerning a risk of harm remain.

When travel periods exceed one school term, access to Distance Education must be considered. Refer to **Distance Education: Enrolment Procedures 2014**.

If a student does not return on the date specified, the parents will be contacted to establish the whereabouts of the student. If contact is not established then the principal will follow processes associated with an **Application for Home School Liaison Program support (Appendix 4)**.

### Application for Exemption from Attendance/Enrolment at School

A **Certificate of Exemption** will only be granted when it has been clearly demonstrated that an exemption is in the student's best interests in the short term and long term.

For most exemptions parents make an application by completing an **Application for Exemption from Attendance/Enrolment at School (Appendix 5)**. This must be in writing and in advance. Applications for a **Certificate of Exemption** from school will be managed consistent with the **Exemption from School – Procedures**. The Principal will consult this document when considering an application for **Exemption from School**.

A parent is not required to apply for an exemption in cases of the child being prevented from attending school because of a direction under the Public Health Act 2010. The Principal may grant a **Certificate of Exemption (Appendix 6)** for a time determined by the relevant authorities under this Act.

Schools are to retain copies of all documentation relating to the exemption in the student's file until the student reaches the age of 25, or for 7 years, whichever is greater, and then destroy.

### Reasons for Granting Full Day Exemptions from Attendance at School:

## ATTENDANCE POLICY and PROCEDURES

Principals, Directors, Public Schools and Executive Directors (Schools) may grant exemptions due to:

- exceptional circumstances (including the health of the student where sick leave or alternative enrolment is not appropriate)
- the child being prevented from attending school because of a direction under the Public Health Act 2010
- employment in the entertainment industry
- participation in elite arts or elite sporting events

The attendance register must indicate full day exemptions with the code "M".

### Reasons for Granting Part Day Exemptions from Attendance at School

The Education Act 1990 gives the Minister or delegate the power to grant a **Certificate of Exemption** from the requirement to attend school during the times specified due to:

- students participating in the entertainment industry, elite arts or elite sporting programs who are required to attend regular activities/ training during school time (Application for Exemption from Attendance/Enrolment at School must be completed and submitted to the principal for approval prior to commencing the program)
- students participating in school based programs including behaviour management transition plans
- the requirements of a Health Care plan. The principal will seek the parents' consent to obtain information from health professionals responsible for the health care of the child.

Students participating in school programs may be granted part day exemptions for periods of time not exceeding the equivalent number of full school days. Close monitoring of exemption periods is necessary so that the approval period is not exceeded. Participation in such programs must be approved by the Director, Public Schools NSW. The Principal will submit the transition plan to restore the child to full-time attendance to the Learning Engagement Officer for recommendation who will forward it to the Director, Public Schools NSW.

The attendance register must indicate part day exemptions with the code P/M.

On approval, a **Certificate of Exemption** must be issued and include any specific conditions and state that the exemption may be cancelled if any such conditions are not met or cease to apply. The certificate must specify dates for which the exemption applies and hours if a part day exemption.

The original **Certificate of Exemption** will be provided to the parents. A copy is placed in the student's record card.

## ATTENDANCE POLICY and PROCEDURES

### Supporting Parents

Parents should contact the class teacher and/or the Principal if their child refuses to go to school. Staff will work in partnership with parents to plan and implement strategies to support regular attendance.

The teacher may refer the student to the Learning Support Team who may contact appropriate support networks, such as the Home School Liaison Program to develop an Attendance Improvement Plan.

The school will inform parents or caregivers of attendance requirements at the beginning of each school year through the newsletter.

### Flexible Timetables

The attendance of students participating in flexible timetables must be recorded in the same manner as other students. However, scheduled days or periods of non-attendance must not be marked as absences. Students participating in flexible timetables should be provided with documentation identifying specific days or parts of days when they are not required to be at school. The Attendance Register Code 'F' should be used to denote periods of non-attendance.

### Unsatisfactory Student Attendance

A child is considered to have an unsatisfactory school attendance when they have:

- regular absences without explanation (despite follow-up from the school)
- regular absences and explanations provided by parents which are not accepted by the Principal, or
- extended periods of absence without an explanation or the explanation is not accepted by the Principal. An extended period of absence may be consecutive or irregular patterns of non-attendance.

### Responsibilities of the Principal

The Principal is required to ensure that:

- one of the school's core responsibility is encouraging and monitoring attendance
- information is regularly provided to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance
- attendance registers and rolls are maintained in an approved format and are an accurate record of attendance of students
- all attendance records including details of transfers and exemptions are accessible to the Director Public Schools NSW, attendance officers and other personnel nominated by the Secretary Department of Education and Communities, Director Public Schools NSW, or Audit Directorate
- staff are trained every year on the requirements of Student Attendance in Government Schools- Procedures and the Attendance Register Codes
- procedures to monitor and follow up student absences are adhered to by staff
- the school has effective measures in place to contact parents when they have failed to provide a satisfactory explanation for an absence
- all cases of unsatisfactory attendance, including part day absences are investigated promptly and school based factors impacting on attendance are addressed
- the school regularly evaluates and addresses school attendance through the school plan
- adequate attendance monitoring practices are conducted for sporting activities and excursions

## ATTENDANCE POLICY and PROCEDURES

- when frequent absences are explained as being due to illness that consultation occurs with parents regarding the health care needs of the student and medical certificates are sought
- when there are ongoing concerns, approval is sought from parents to contact the student's doctor so the school has relevant information regarding the student's health care needs
- parents provide a medical certificate if the explanation is doubted or where there is a history of poor attendance
- parents are advised if an explanation has not been accepted and a reason for the decision provided. The absence will be recorded as 'unjustified'
- the Learning and Support Team in partnership with parents identify and implement strategies that address the learning and support needs of a student with attendance patterns of concern
- 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 132111 or the Child Wellbeing Unit
- any other child protection concerns underlying school attendance issues (including educational neglect) are managed consistent with the **Protecting and Supporting Children and Young People Policy and Procedures**
- if there are concerns and the child has not been sighted, the Principal must, as soon as possible, contact the NSW Police Force to request that a child safety check be undertaken
- consideration is given to the **Mandatory Reporter Guide (MRG)**, specialist advice and professional judgment, where there are concerns about suspected risk of harm. In accordance with the MRG Neglect Education - Habitual Absence is defined as '*The child/young person is of compulsory school age (6 years to current leaving age) AND is habitually absent*'. Habitually absent is a minimum of 30 days absence within the past 100 school days. However other factors need to be considered, such as the student's age and learning support needs when deciding on action earlier than the 30 days indicated.

### Responsibilities of the Teachers

School staff will monitor part or whole day absences as a part of their duty of care. Each individual class will have a class roll to record student attendance. Attendance registers or rolls must reflect the highest professional standards. Teachers have the responsibility to know and follow the Attendance Policy and Procedures and maintain accurate records of school attendance.

Teachers will:

- support and encourage regular attendance
- record school attendance at the commencement of the school day and must sign the roll each day the school is open for instruction
- use the exception method which is marking absences only when marking the roll.
- use the approved codes listed in the **Attendance Register Codes (Appendix 7)**
- record the precise times of late arrival or early departure in the roll and include the relevant attendance register codes.
- remind students about missing absentee notes
- provide the student with a copy of **Absentee Notice - Compulsory School Attendance (Appendix 8)** to the parents if absences aren't explained
- ensure absences are explained within the required 7 day period
- Record phone calls (including if message left or no answer) in staff diary and date of any absent notes sent home in assessment book
- sign and date absence notes and store in attendance envelope
- provide the student with a copy of **Absentee Notice - Compulsory School Attendance**

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**(Appendix 9)** to the parents if absences aren't explained

- contact parents if a child has been absent three or more days without an explanation
- alert the Principal when a student's pattern of attendance is a concern or if no explanation is received from the parent or carer within the required time frames
- report any concerns about the safety, welfare or wellbeing of a student to the School Principal
- monitor attendance by marking specific sport rolls at the beginning and conclusion of each sports session. Attendance information contained on sports rolls must then be transferred to the Attendance Register (roll).

### Responsibilities of the Assistant Principals

The Assistant Principal will:

- monitor electronic roll weekly, compile data and address concerns as needed
- monitor students attendance as a percentage, to support the Parramatta North's initiative of 'Strive for 95' reward program
- ensure that explanations for absences are recorded within 7 days of the date of the absence
- support staff to accurately maintain attendance registers or rolls
- support staff to monitor student attendance
- monitor staff record keeping – phone calls / notes sent home etc
- support staff to develop plans to address the needs of students whose attendance is identified as being of concern.

### Attendance Records

School attendance records include:

- a Register of Admission to be retained permanently on the Enrolment Registration Number ERN
- written notes and records of electronic explanations from parents are to be retained for two years from the date of receipt
- Attendance Registers or rolls must be retained for three years. In a case where a student has an accident requiring an accident report, all attendance records should be retained until the student reaches the age of 25 years
- the student record card detailing a student's absences each year, kept on the student's file until seven years after the student has left. In the case of a student who has an accident necessitating an accident report, the record should be retained until the student reaches the age of 25 years.

### Special Circumstance Registers

Attendance registers must be maintained each day the school is open for instruction. However, Special Circumstance Registers should be used:

- when there is full or part day industrial action involving teachers
- when there is an approved school development day
- on days on which the school is inaccessible due to natural occurrences, such as fire or flood. Principals should consult with the Director Public Schools NSW, prior to deciding that a school is inaccessible
- when students with a shared enrolment are attending specialist education settings and that setting is not the home or census school



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- when students are attending another NSW government school for a short period of time while enrolled in their local school. The Attendance Register Code 'H' should be used on the local school's Attendance Register or roll
- for students who attend a Suspension Centre who are suspended from school in accordance with the Department's Suspension and Expulsion of School Students – Procedures. The Attendance Register Code 'E' should be used on the school's Attendance Register (roll) to denote the days the student was suspended from school.

Special Circumstance Registers will:

- specify the dates and times of the variation
- indicate the reason for the variation
- list students attending on that day
- be signed by the teacher maintaining the register
- be forwarded to the student's enrolled school at the end of each school week (for students with a shared enrolment attending a special setting, or students attending suspension centres).

On days such as those outlined above, a broken line must be ruled through that day's column and the notation 'Roll not marked – see Special Circumstance Register' recorded within on the Attendance Register or roll.

Absences on these days are not to be recorded on student records or counted as absences for statistical purposes.

**Policy Reviewed: January 2019**



ATTENDANCE POLICY and PROCEDURES

Appendix One  
Late Arrival and Early Leavers Slips

PARRAMATTA NORTH PUBLIC SCHOOL  
Early Leaver Note

Name of student: ..... Class:.....  
Time of departure:..... Date: .....  
Reason: .....  
Parent signature: ..... Office:.....

Early Departure

PARRAMATTA NORTH PUBLIC SCHOOL  
Late Arrival Note

Name of student: ..... Class:.....  
Time of arrival: ..... Date: .....  
Reason: .....  
Parent signature: ..... Office:.....

Late Arrival




## ATTENDANCE POLICY and PROCEDURES

### Appendix Two

### Application for Extended Leave

[https://www.det.nsw.edu.au/policies/student\\_admin/attendance/sch\\_polproc/a\\_pp-extl.pdf](https://www.det.nsw.edu.au/policies/student_admin/attendance/sch_polproc/a_pp-extl.pdf)


APPLICATION FOR EXTENDED LEAVE – TRAVEL					
		<p><b>NOTE:</b> <b>PART A</b> is to be completed by the student's parent and returned to their child's school principal.</p> <p>Separate applications are to be completed for each school if siblings do not attend the same school.</p>			
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
<p>Student address: _____</p> <p>Postcode: _____</p> <p>School name: _____</p> <p>Dates of extended leave applied for: From ____ / ____ / ____ to ____ / ____ / ____</p> <p>Number of school days: _____</p> <p>Reason for travel: _____</p> <p>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.</p>					
DETAILS OF PRIOR EXEMPTIONS/EXTENDED LEAVE – TRAVEL (if applicable)					
<p>Date of prior exemption/extended leave: From: ____ / ____ / ____ to: ____ / ____ / ____</p> <p>Number of school days: _____</p> <p>Copy of Certificate of Exemption/Extended Leave-Travel attached (Please tick <input checked="" type="checkbox"/>): Yes <input type="checkbox"/> No <input type="checkbox"/></p>					
PARENT DETAILS (Applicant)					
<p>Family name: _____ Given name: _____</p> <p>Address: _____ Postcode: _____</p> <p>Telephone number: _____ Relationship to student: _____</p> <p>As the parent and applicant, I hereby apply for a <i>Certificate of Extended Leave-Travel</i> and understand my child will be granted a period of extended leave upon acceptance by the principal of the reason provided.</p>					

## ATTENDANCE POLICY and PROCEDURES

### Appendix Three

### Certificate of Extended Leave

[https://www.det.nsw.edu.au/policies/student\\_admin/attendance/sch\\_polproc/cert-extl.pdf](https://www.det.nsw.edu.au/policies/student_admin/attendance/sch_polproc/cert-extl.pdf)

CERTIFICATE OF EXTENDED LEAVE - TRAVEL					
	<b>Education &amp; Communities</b>				
<p>The student/s whose details appear below has been provided a period of extended leave from school for the purpose of travel.</p> <p>Where an application is made by a parent with more than one child a separate copy of this <i>Certificate</i> should be placed in each student's file.</p>					
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: _____ School's telephone: _____					
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.					

## ATTENDANCE POLICY and PROCEDURES



### Appendix Four

#### Notice of HSLO referral



Education

Parramatta North Public School



SRN: \_\_\_\_\_

Dear \_\_\_\_\_

I refer to the attendance of \_\_\_\_\_ at school.

At a recent school Learning and Support Team meeting \_\_\_\_\_ pattern of attendance was reviewed and despite the school implementing a number of strategies \_\_\_\_\_ lack of attendance remains a concern.

Regular attendance at school is essential if \_\_\_\_\_ 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 \_\_\_\_\_ from full participation at school.

As a result of \_\_\_\_\_ 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.

I would like to remind you that The Education Act (1990) requires parents to ensure that children of compulsory school age attend school each day it is open for instruction. If you do not meaningfully engage in the Attendance Improvement Plan, or there is no improvement in \_\_\_\_\_ attendance during the time, the Department of Education and Communities may consider further action such as an application to the Children's Court for Compulsory schooling Orders.

It is important that we work together to improve \_\_\_\_\_ attendance at school.

Yours sincerely

Mrs Kathryn Methven  
Principal  
Parramatta North Public School

date

Albert Street, North Parramatta 2151  
Tel: 9630 1768  
Fax: 9990 1094


Email: [parramattn-p.school@det.nsw.edu.au](mailto:parramattn-p.school@det.nsw.edu.au)  
Website: [parramattn-p.schools.nsw.edu.au](http://parramattn-p.schools.nsw.edu.au)

## ATTENDANCE POLICY and PROCEDURES

### Appendix Five

### Application for Exemption

[https://www.det.nsw.edu.au/policies/student\\_admin/attendance/sch\\_polproc/a\\_pp-exempt.pdf](https://www.det.nsw.edu.au/policies/student_admin/attendance/sch_polproc/a_pp-exempt.pdf)

A: APPLICATION FOR EXEMPTION FROM ATTENDANCE/ENROLMENT AT SCHOOL	
 <p>Education &amp; Communities Public Schools NSW</p>	<p><b>NOTE: PART A</b> is to be completed by the student's parent and returned to their child's school principal.</p> <p>If exemption is sought for more than one student, separate applications must be made for each student.</p>
PART A STUDENT DETAILS	
<p>Family name: _____ Given name(s): _____</p> <p>Age: _____ Date of birth: ____ (dd) / ____ (mm) / ____ (year)</p> <p>Student Registration Number (SRN): _____</p> <p>Student's address: _____</p> <p>_____ Postcode: _____</p> <p>School name: _____</p> <p>Dates of exemption applied for: ____ / ____ / ____ to ____ / ____ / ____</p> <p>Number of School Days: _____</p>	
REASON FOR APPLICATION FOR EXEMPTION (Please tick one ☑)	
<p><b>FROM ATTENDANCE</b></p> <p><input type="checkbox"/> Exceptional circumstance</p> <p><input type="checkbox"/> Employment in entertainment industry</p> <p><input type="checkbox"/> Participation in elite sporting event including for short periods of time i.e. for one or two days, and at short notice.</p> <p><input type="checkbox"/> Participation in elite arts program</p>	
<p><b>FROM ENROLMENT</b></p> <p><input type="checkbox"/> Enrolment at school</p> <ul style="list-style-type: none"> <li>- Age, where a child turns six years in October or later in a school year and is engaged in full time preschool education at an accredited preschool for the remainder of the school year</li> <li>- Participation in full or part-time accredited preschool programs for students with disabilities leading to enrolment and full time attendance at a government or registered non-government school not later than six months after the child's sixth birthday</li> <li>- The health, learning or social needs or disability of a child necessitating the continuation of an individual program supported by medical specialists not longer than six months after the child's sixth birthday</li> <li>- Participation in a full time apprenticeship or traineeship.</li> </ul>	




### Appendix Six

### Certificate of Exemption

[https://www.det.nsw.edu.au/policies/student\\_admin/attendance/sch\\_polproc/cert-exempt.pdf](https://www.det.nsw.edu.au/policies/student_admin/attendance/sch_polproc/cert-exempt.pdf)

**C: Certificate of Exemption from Attendance/Enrolment at School under Section 25 of the Education Act 1990**

 Education & Communities  
Public Schools NSW

The student whose details appear below has been granted an exemption from school for the period indicated.

☐ exemption from attendance  
or  
☐ exemption from enrolment

**STUDENT DETAILS**

Family name: \_\_\_\_\_ Given name(s): \_\_\_\_\_  
Student Registration Number (SRN) (if applicable): \_\_\_\_\_  
Date of birth: \_\_\_\_ (dd) / \_\_\_\_ (mm) / \_\_\_\_ (year)  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_  
\_\_\_\_\_  
School name: \_\_\_\_\_ School's telephone number: \_\_\_\_\_  
Date of exemption from: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Reason for the exemption:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Conditions of the exemption (note: for a part day exemption the hours of program participation must be specified by attaching the Director approved transition plan to have the student attend school full time).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Name and position of delegate: \_\_\_\_\_  
Signature of delegate: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

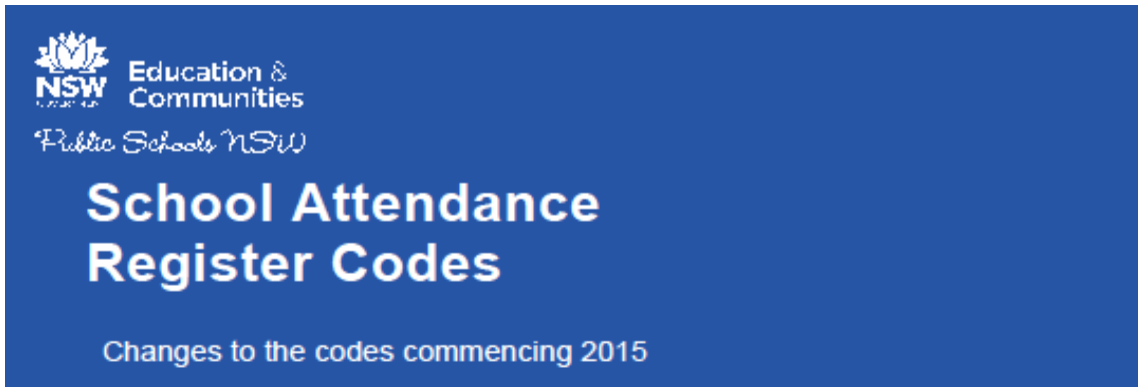


## ATTENDANCE POLICY and PROCEDURES

### Appendix Seven

#### DoE Attendance Register Codes

[https://www.det.nsw.edu.au/policies/student\\_admin/attendance/sch\\_polproc/reg\\_codes.pdf](https://www.det.nsw.edu.au/policies/student_admin/attendance/sch_polproc/reg_codes.pdf)



#### Changes from 2015

The Minister for Education has approved changes to the use of the Attendance Register codes for 2015.

The changes implement the ACARA National Standards for Student Attendance Data Reporting. ACARA developed the National Standards to establish nationally consistent parameters for the collection and reporting of student attendance data.

#### Holidays

As part of the implementation of the National Standards, holidays taken by students outside of school vacation periods will now be included as absences. A Certificate of Exemption can no longer be granted for this purpose.

Families are encouraged to holiday or travel during school vacations. If travel outside of school vacation periods is necessary, the following considerations apply:

- If the principal **accepts** the reason for the absence, the absence will be marked as "L" and a Certificate of Extended Leave – Holiday issued.
- If the principal does not believe the absence is in the student's best interests and does not accept the reason, the absence will be recorded as "A". A Certificate of Extended Leave – Holiday **will not** be issued.

- If the period of absence is in excess of 50 days, the student may be eligible to enrol in Distance Education. See [Distance Education - Revised Enrolment Procedures 2014](#)

For that period the student's enrolment transfers to the distance education school.

#### Leave

The revised use of the "L" code relating to holidays means the 15 day limit on its use has been removed.

#### Other codes

The recent changes to the Attendance Register Codes include the redefinition of some codes:

- The "F" code is no longer used only for senior students participating in a flexible timetable. The code will now also be used for students participating in HSC Pathways Programs, Best Start Assessments, trial or HSC exams or VET courses.
- The "B" code includes student exchange and allows for some additional flexibility around its use.

- The "H" code is used when a student is enrolled in a school and is required or approved to attend an alternative educational setting on a sessional or full time basis.

#### Accepting explanations

- The "A" code is to 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 the explanation provided.
- If a student's absence is due to sickness the "S" code is used. The principal may request a medical certificate in addition to an explanation if the explanation provided is doubted or the student has a history of unsatisfactory attendance.

#### Further information

Student Engagement and Interagency Partnerships

Learning and Engagement

1 Oxford St, Darlinghurst NSW 2010  
02 9244 5345





### Appendix Eight

### Attendance Letter



Education

**Parramatta North Public School**



Dear \_\_\_\_\_

Regular attendance at school is important for students to reach their potential. The school is required to record the reason for any 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, \_\_\_\_\_, was absent from school on:

\_\_\_\_\_ 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 by telephone to discuss your child's attendance.

Yours sincerely

Class Teacher

\_\_\_\_\_

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Absence Dates: \_\_\_\_\_

Reason for Absence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name (Please Print): \_\_\_\_\_

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Albert Street, North Parramatta 2151  
Tel: 9630 1768  
Fax: 9890 1094

Email: [parramattn-p.school@det.nsw.edu.au](mailto:parramattn-p.school@det.nsw.edu.au)  
Website: [parramattn-p.schools.nsw.edu.au](http://parramattn-p.schools.nsw.edu.au)



## ATTENDANCE POLICY and PROCEDURES

### Appendix Nine

### Special Circumstances Register

[https://www.det.nsw.edu.au/policies/student\\_admin/attendance/sch\\_polproc/spcir\\_reg.pdf](https://www.det.nsw.edu.au/policies/student_admin/attendance/sch_polproc/spcir_reg.pdf)



STUDENT ATTENDANCE  
IN GOVERNMENT  
SCHOOLS

Special Circumstance Register

Learning and Engagement Directorate  
2015



**ATTENDANCE POLICY and PROCEDURES**

**Appendix Ten**  
**PNPS Attendance Monitoring Roles and Responsibilities**

## ATTENDANCE POLICY and PROCEDURES

### 2019 Attendance Monitoring Roles and Responsibilities

<b>Office</b>	DAILY: check each class roll at 9.30 is submitted on Sentral. Call ct	Enter partial absence data on Sentral as students arrive / depart.	Print rolls on Friday and place on all Attendance clipboards.	Print hard copy of class roll each Friday and place in pigeonholes.	Print hard copy of roll fortnightly and provide to Principal.	Refer to separate hand out for 3-6 Friday Sport roll marking
<b>Class Teacher</b>	Ensure rolls are <b>marked / submitted</b> by 9.20am.	Ensure all absences are explained within 7 days.	Contact parents if a child has been absent 3 days.	Log calls in diary/ notes sent home in assessment book.	Sign and date all notes and store in attendance envelope.	Monitor attendance and see AP if drops below 87% or concerned.
<b>Kate</b> Executive	Print Sentral data and provide to executive weekly and as needed to CTs	Oversee the implementation of 'Strive for 95' each fortnight.	Intervene with notes for unexplained absences years K-6 twice per term.	Implement and oversee Improvement plans.	Monitor staff data collection – roll checks and notes sent home.	Plan and implement Parent Information sessions.  Coordinate and disperse information via newsletter and digital media.  Re-educate staff on current practises and trends relating to attendance.
<b>Kym</b> LSTC	Contact parents regarding ongoing absences for students at risk. (85%)	Analyse data for 92-87% attendance and determine course of action.	Actively supervise stage absence data and support staff.	Review attendance at LST meetings.	Call parents regarding unexplained absences.  Book meetings when needed.	
<b>Leanne/ Ian</b> Assistant Principals	Discuss attendance concerns at stage meeting each fortnight.	Actively supervise stage absence data and support staff.	Follow up on absence data sheet provided each week.	See LSTC regarding any student dropping below 85%	<b>Record in Attendance log (stored in AP office)</b>	
<b>Kathryn</b> Principal	Sign and file hard copy of roll fortnightly.	Complete HSLO Roll Audit feedback	Attend HSLO meetings.			



### Appendix Eleven

### PNPS Attendance Improvement Measures

#### PNPS ATTENDANCE

#### 2018 Improvement Measures

### Strive for 95

#### Term One

- Weekly buzz for all students who have achieved 95 or above attendance for the week
- The week will run from Friday to Thursday
- Buzzes sent out on Thursday
- Buzzes go into the normal buzz box
- Additional draw of the attendance buzz
- Prizes to include: lunch orders; gelato vouchers; movie tickets etc



## ATTENDANCE POLICY and PROCEDURES

### Appendix Twelve

### PNPS Attendance Codes Guide

#### SCHOOL ATTENDANCE POLICY Register Codes for 2018

#### Electronic Attendance Registers

Symbols to be used where students are absent from school	
Symbol	Meaning
W	The student was absent on that day.
P	The student was late or was absent for part of a day. The time of arrival or departure must be recorded.

#### Symbols to be used for explanation of student absence

NOTE: The following symbols should be recorded beside the W or P symbol as appropriate.

Symbol	Meaning	Change in definition and description for 2015
A	The student's absence is unexplained or unjustified.	The revised description reinforces that it is at the principal's discretion to accept or not accept the explanation provided.
S	The student's absence is due to sickness or as the result of a medical or paramedical appointment.	Clarifies that the principal may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory attendance.
L	An explanation of the absence is provided which has been accepted by the principal.	Now includes travel in Australia and overseas. The 15 day limit on the use of this code for an individual student in a year has been removed.
M	The student was exempted from attending school and a Certificate of Exemption has been issued by a delegated officer.	<b>Family holidays are no longer an accepted category for exemption from school attendance.</b> This is now recorded as leave using symbol 'L'.
F	The student is participating in a flexible timetable and not present because they are not required to be at school.	Now includes Kindergarten students participating in Best Start assessments and senior students in exam periods.
H	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.	Applies to students who are enrolled in a school but are required or approved to be attending an alternative educational setting.
B	The student is absent from the school on official school business.	The inclusion of student participation in international student exchange.





Attendance Monitoring

Name: \_\_\_\_\_



	1 x Be A Learner Buzz for coming to school 1 x Be a Learner for arriving before 9.00am					Blue card for 5 days attendance
	Monday	Tuesday	Wednesday	Thursday	Friday	
Week One	Number of buzzes:	Number of buzzes:	Number of buzzes:	Number of buzzes:	Number of buzzes:	
Week Two	Number of buzzes:	Number of buzzes:	Number of buzzes:	Number of buzzes:	Number of buzzes:	
Week Three	Number of buzzes:	Number of buzzes:	Number of buzzes:	Number of buzzes:	Number of buzzes:	
Week Four	Number of buzzes:	Number of buzzes:	Number of buzzes:	Number of buzzes:	Number of buzzes:	

Class teacher to write number of buzzes, sign and date.



### Appendix Fourteen

### PNPS Late Arrival Poster



## Parramatta North Public School



**Just a little bit late doesn't seem much but.....**

He/ She is only missing just....	That equals....	Which is.....	and over 13 years of schooling that's...
10 minutes per day	50 minutes per week	Nearly 1.5 weeks per year	Nearly <u>Half a year</u>
20 minutes per day	1 hour 40 mins per week	Over 2.5 Weeks per year	Nearly <u>1 year</u>
Half an hour per day	Half a day per week	4 Weeks per Year	Nearly <u>1 and a Half years</u>
1 hour per day	1 day per week	8 Weeks per year	Over <u>2 and a Half years</u>