

Student Attendance Policy

Regular Attendance at school is essential to assist students to maximize their potential. Schools, in partnership with parents/carers, are responsible for promoting the regular attendance of students (3.1). It is vital that students, staff and parents/carers have a shared understanding of the importance of regular student attendance and is to be recorded and monitored by the school.

Policy Statement

- This document supports the School Attendance Policy (2015) and applies to all government schools, excluding pre-schools and students are expected to attend school each day. <https://education.nsw.gov.au/policy-library/policies/school-attendance-policy>
- Parramatta North Public School will monitor and implement strategies for regular school attendance.
- All school attendance will be recorded.
- The policy outlines procedures for attendance at Parramatta North Public School.
- The school uses attendance data to monitor and identify students needing support to attend school regularly.

Roles and Responsibilities

Parent/Carer Responsibilities:

- Actively support the school in ensuring their child/children attend school every day of each school term.
- Provide a satisfactory explanation for all absences. This can be done by contacting the school office in person, via an email, the School App or a signed written note of explanation.
- Sign the early/late attendance register by visiting the office if required.
- Contact the school if student absence is to be for an extended period of time and fill in an application for extended leave form (for absences more than 10 days), to be approved by the principal.
- Advise the school of any change of address or phone numbers to ensure school records are accurate.
- Any change of routine pick up information is to be communicated to the school office before lunch time.

Student Responsibilities:

- Never leave school during school hours without their parent/carer, who need to sign them out of the office prior to departure.
- Deliver any written communication of absence to the classroom teacher on the first day of return.

School Responsibilities:

- Ensure that attendance records are maintained in an approved format. These are a legal record of attendance of students (4.2.4)
- Monitor student attendance daily through marking the roll at the beginning of the day and throughout the day when a child arrives late or leaves early.
- Office staff generate weekly reports and print attendance letters of unexplained absences.

This policy was last approved by the School Community in....

November 2017