



ATTENDANCE POLICY

1. Objectives - Policy statement

Section 22 of the [Education Act \(1990\)](#) states that it is the duty of the parent of a child of [compulsory school-age](#) to be enrolled and attend school whenever instruction is provided. Section 24 of the Act requires principals to maintain an attendance register (roll) in a form approved by the Minister. Attendance registers must be available for inspection during school hours by a Board inspector or by any authorised person.

2. Context

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. Encouraging regular attendance is a core school responsibility. The school attendance register should reflect the highest professional standards.

3. Responsibilities and delegations

Parents and Carers of Revesby South PS Students

It is the duty of the parent of a child of compulsory school-age to cause the child to be enrolled and to attend school. They are also required to explain the absences of their children from school promptly and within seven school days to the school in writing.

Principal of Revesby South PS

The Principal or their delegate is to:

- provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.
- undertake all reasonable measures to contact parents promptly and within two school days of an unexplained absence occurring.
- ensure that attendance records are maintained in an approved format and are an accurate record of the attendance of students.
- ensure that the Director is informed of attendance problems and issues. This includes providing the Director or nominee with regular information about students for whom chronic non-attendance is an issue.
- ensure that school staff are provided with information on attendance requirements and their obligation to monitor and promote regular attendance at school.

The Principal has the authority to grant:

- ✓ sick leave to students whose absences are satisfactorily explained as being due to illness
- ✓ an exemption from school attendance for periods totalling up to 100 days in a 12 month period for any one student
- ✓ part-day exemptions from school for periods totalling up to 100 days in a twelve month period.

Director of Schools: Bankstown

Directors have the delegated authority to grant exemptions from attendance at school under Section 25 of the [Education Act \(1990\)](#) totalling up to 100 days in a 12 month period. They support schools to maintain accurate records of student attendance in a form approved by the Minister. They support the development and implementation of a Regional Attendance Action Plan that identifies attendance issues and targets. They approve students of compulsory school age participating in alternative education programs, prior to exemptions being granted by the delegate, for part day exemption from attendance at school.

Executive Directors:

Executive Directors have the delegated authority to grant exemptions from attendance at school totalling more than 100 days in a 12 month period provided certain conditions are met. They are responsible for the development and implementation of a Regional Attendance Action Plan which outlines strategies, targets, timelines, resources and responsibilities for the improvement of attendance in the region.

Director, Student Welfare:

The Director of Student Welfare has the delegated authority to grant exemptions from school attendance for any period of time, for students wishing to participate in employment in the entertainment industry or participation in elite sporting events.

STAFF PROCEDURES



Sick

- If there are many frequent sick days, notify and discuss with Principal and Assistant Principal before informing parents of the school's request for a medical certificate. If the explanations are unsatisfactory, start a LAMP sheet.
- If a child has not come to school for 3 consecutive days, please inform Principal as parents need to be contacted. After repeated daily attempts to contact parents, Principal will refer this family to HSLO after 2 weeks.
- At the beginning of each year, families are given 3 absentee notes to use if they wish.

Leave

- Up to 15 explained leave days per calendar year before referring to HSLO. The same procedure above applies.
- Festivals and religious days to be recorded as justified absence, however a written leave note is required.
- If the class teacher is informed of a student taking a future holiday, direct parents to fill out an Exemption Form from the office. Any holidays up to 100 days, can be exempted by Principal. If they are going on an extended leave (over 100 days) another form needs to be filled out that is approved by the Director. These forms need to be filled in prior to the leave being taken. Forms cannot be filled in retrospectively. The office will issue a certificate of exemption to parents after form is completed and initialled by the Principal.

Partial absences

- School starts at 9.15am and any lateness is considered a partial absence. Early intervention is crucial – after 8 unjustified partial absences, (eg slept in, traffic, ate breakfast too slowly) start a LAMP sheet. See Appendix 1 for examples of justified and unjustified partial absences.
- NB - If there is no improvement in attendance after 3 interventions on LAMP sheet, then inform AP to call parents and then Principal who will organise a meeting with parents and stage supervisor to discuss attendance.

Rewards

- The school will recognise excellent attendance by handing out special Attendance Certificates once a term to the students that have perfect attendance.

Stage Meetings

- Stage Leaders need to discuss attendance in stage meetings at least twice a term.

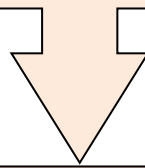


ATTENDANCE POLICY INTERVENTION

Step 1: Classroom Teacher to:

- Ask for explanation
- Talk to children
- Talk to parents
- Make phone calls
- Send notes
- Discuss matter with Stage Supervisor
- Bring roll to Stage Meeting
- Record interventions on LAMP

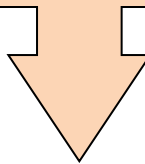
✓ **3-4 interventions. 3 weeks maximum - If NO improvement: Go to Step 2**



Step 2: Executives Including AP & P:

- Request an official meeting with parents
- Stage Leader to set Attendance as agenda item at Stage Meeting (at least twice/term).
- Teacher to record intervention on LAMP

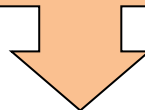
✓ **1-2 weeks maximum - If NO improvement: Go to Step 3**



Step 3: - Letter 1 (By Principal) To Be Sent To Parent

- Teacher to record intervention on LAMP

✓ **After 1-2 weeks maximum - If NO improvement: Go to Step 4**



Step 4: Refer To HSLO (Referral Should Include)

- Referral form
- LAMP
- Copy of letter requesting parents meeting
- Copy Of Letter 1 (HSLO Letter)
- Yearly Attendance Report

Note: There should only be 5-7 weeks from identification of attendance issue to referral

JUSTIFIED/ UNJUSTIFIED REASONS FOR PARTIAL & WHOLE DAY ABSENCES



Reasons for absences such as the following may be unjustified:

- Shopping
- Sleeping in
- Working around the house
- Minding siblings/other children/older relatives
- Minor family events such as birthdays
- Hair cuts
- Weather conditions: Rainy/Windy/ Hot...
- Frequent car problems
- Frequent late train/bus
- Other member of the family is sick
- Could not find my shoes/school uniform...
- Head Lice
- Completing homework

Reasons for absences such as the following may be justified:

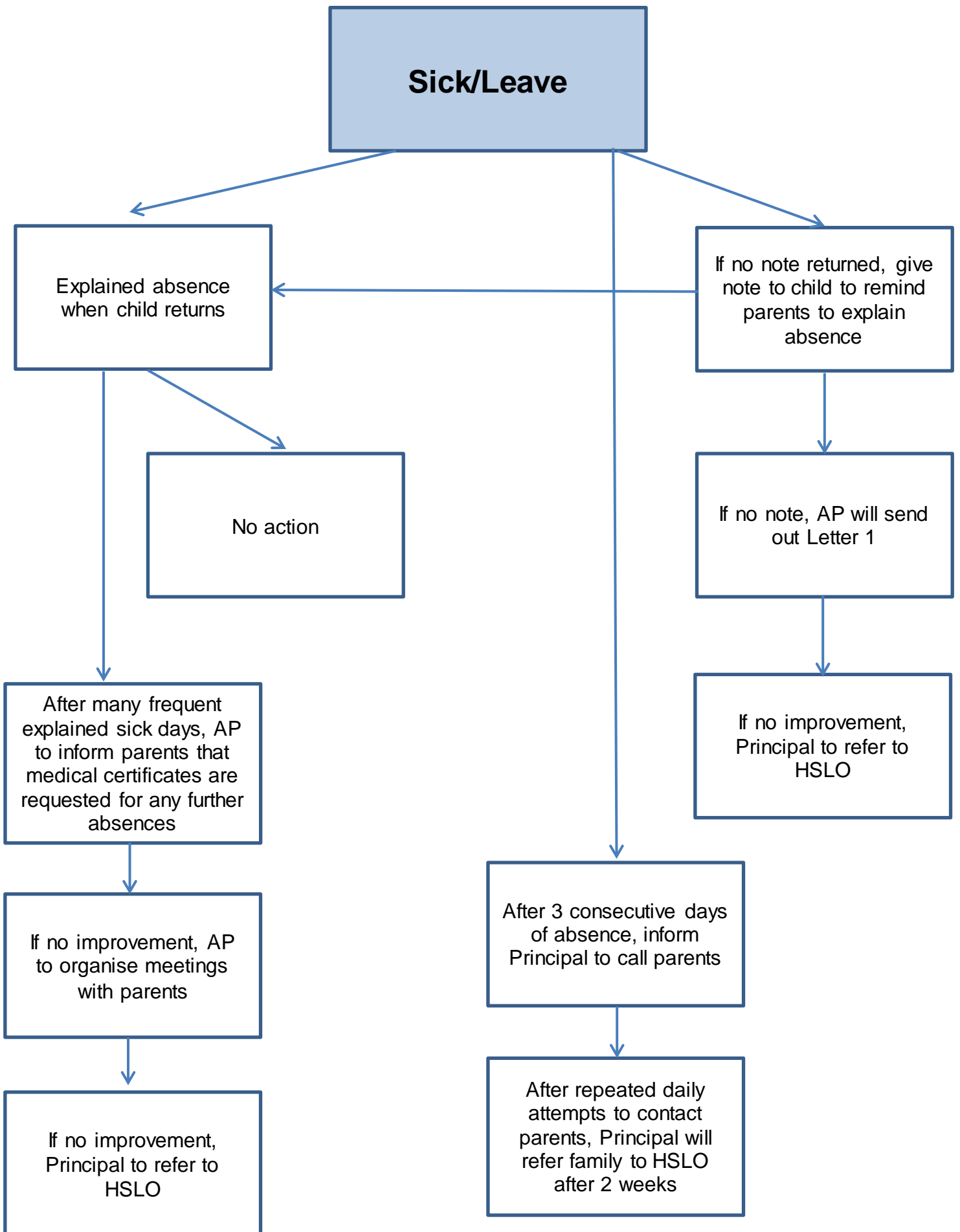
- Unavoidable medical or dental appointments (encourage appointments outside school hours or close to home time)
- Religious holiday
- Urgent family situation (funeral, accident, etc)
- Sick or infectious disease

**PARENTS MUST ATTEMPT TO ORGANISE APPOINTMENTS OR VISIT FAMILY/
RELATIVES AFTER SCHOOL HOURS**

Children are not absent and they should be marked present if they are:

- Representing the school at approved activities
- Attending alternative programs/schools
- Attending Stewart House
- Temporarily enrolled at other school

ABSENT DAYS



PARTIAL ABSENCES

