

**School Attendance Policy**

*Anson Street School is committed to supporting student attendance at school.*

# Anson Street School

**Reviewed: July 2021**

# School Attendance Policy

**Purpose**

Under Section 22 of the Education Act (1990), students of compulsory school age must be enrolled and in attendance at school. All students who are enrolled at school, regardless of their age, are expected to attend that school whenever instruction is provided. Regular attendance at school is essential to assist students to maximise their potential. Schools must maintain an attendance register (roll) in accordance of Section 24 of the Act. Registers are available for Board Inspectors or any other authorised person.

Anson Street School is committed to supporting student attendance at school.

## Context

Regular attendance at school is essential to assist students to maximise their potential. Schools, in partnership with parents and carers, are responsible for promoting the regular attendance of students. Encouraging regular attendance is a core school and parental responsibility.

## Policy Statement

Anson Street School provides clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance. There are effective measures in place to monitor and follow up student absences.

Parents are contacted within two school days of an absence being unexplained. An absence is recorded as unexplained if parents have failed to provide an explanation to the school within seven days.

When students are absent for frequent times due to illness, the school consults with families and carers regarding the health care needs of the student, and medical certificates may be required.

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**School Procedures**

All attendance is marked on a daily basis in SENTRAL by 9:15am each morning. The base class teacher is responsible for recording attendance and marking the reason why a student is absent. Teachers monitor attendance and if students are absent, and this absence remains unexplained, a phone call home is made.

All contact with parents is documented on SENTRAL.

If contact is not made or absence is not satisfactorily explained after 3 days staff will report to their supervisor.

At the end of each five-week period, student attendance data is generated and analysed. Students who fall below the set attendance rate without explained reason have a letter sent home to explain the importance of regular attendance. An attendance concern flag will be set in Sentral.

Parents and carers are given the opportunity to meet with the Principal or senior executive to develop a plan to improve attendance.

A checklist of actions is kept for students identified at risk and if attendance does not improve, these students are referred to the Home School Liaison Program and an Attendance Improvement Plan is developed.

Where students are absent for a significant period of time, a report to the Child Protection Hotline is made for education neglect.

Where a student is not able to attend school for full days, a part day exemption form will be completed and sent to Orange Office for Director’s approval. Part day exemptions are reviewed every five weeks.

Please refer to the following school documents found in the Content Library of the staff OneNote (school attendance policy):

* [School Attendance Policy](https://policies.education.nsw.gov.au/policy-library/policies/school-attendance-policy?refid=285839) - NSW government schools
* [Exemption from School Procedures](https://policies.education.nsw.gov.au/policy-library/associated-documents/exempt_gui.pdf)
* [Suspension and Expulsion of School Students Procedures](https://policies.education.nsw.gov.au/policy-library/associated-documents/suspol_07.pdf)
* [Enrolment of Students in Government Schools](https://policies.education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools?refid=285776)
	+ [Additional information](https://education.nsw.gov.au/about-us/rights-and-accountability/legal-issues-bulletins/bulletin-43-enrolment-of-students-in-government-schools)

**COVID-19 Procedures (Term 1 Week 9 2020 onwards)**

Each day a list of students AT SCHOOL will be posted on Sentral. Class teachers are responsible for marking their own class roll each day, after they have contacted the students in their class.

Please record in the following way:

* + - * + Present - at school (will appear on Sentral message)
				+ Learning at Home (because of concern of COVID19) - kept at home by parent and after daily contact - mark as 'F' – FLEXIBLE
				+ Learning at home but parent reports illness - mark as SICK
				+ Learning at home - unable to contact parent/child by either phone, email or text (no answer etc) - mark as UNEXPLAINED.
				+ If you have been unable to contact a child for 2 days (unanswered calls etc) please report this to the Principal