

Narwee Public School

School Attendance Team

Procedures



Attendance Procedures

Prior to applying for support from the Home School Liaison Program, schools have a responsibility for interventions at different levels: **Teachers must be aware of the 'Attendance Policy' and its procedures.**

Classroom Teacher:

1. **Accurately mark** the roll each day on **School Bytes**. Rolls marked promptly by 9.30am.
2. **Clearing** absences from rolls daily.
3. **Reach** out to parents (call or dojo) to provide explanation for absence. Notes/ explanation must be given within 7 days of the absence.
4. **Monitoring** attendance patterns – absences and lateness. Where attendance is of concern bring to the attention of stage leader.

Teachers to ensure relevant and accurate codes are used for explained absence:

A: unexplained/unjustified absence **S:** Sick **L:** Leave exemption **E:** Suspended

B: School Business **H1:** Behaviour school

School Administration:

1. **Issue** late arrivals and early departures. This is in **School Bytes**.
2. **Record** any communication with parents regarding student attendance and reflect this in **School Bytes**.

School administration to ensure relevant and accurate codes are used for explained partial or variation of attendance:

A: Explained partial absence **U:** Unexplained partial

Present	Other	Explained all day	Unexplained all day	Explained partial	Unexplained partial	Non teaching day
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Stage Leader:

- Stage leader to **set attendance as agenda item** for each stage meeting.
- **Send School Letter** prompting response to parents and a requesting to meet to discuss attendance.
- **Monitor response:** if no improvement- refer student to principal.

Principal

- Discuss matter with Learning and Support and follow up with parent/carer.
- Refer matter to HSLO if no improvement.
- HSLO can attend meeting with parent prior to sending letter 1a.
- **HSLO letter 1a** signed by principal and sent to parent.
- **Monitor attendance:** **School Bytes LAMP** sheet option if no improvement and/or **letter 1b** option.
- **Child Wellbeing Unit DoE** contact re educational neglect (if required).

4. Request for support from the HSLO program. Please include:

- **Application for Home School Liaison Support** (must be signed by principal)
- **LAMP sheet** detailing interventions and risk assessment documentation.
- **Signed and dated HSLO Letter 1a and 1b.**
- **Year to date attendance report**
- **Child Wellbeing Unit DoE** reference number (if report has been made)

Note:

- There should only be **5-6 weeks (may vary depending on circumstances)** from identification of attendance concerns to point of referral.
- **Principal** should email **attendance summary** to HSLO each week of HSLO intervention.
- **Child Wellbeing Unit DoE contact must be made for all children with child protection concerns including educational neglect.**
- **Contact should be made for all children with unjustified absence of 10 consecutive days or cumulative absence of 30 days. Please include reference # with HSLO referral (Is not required for activation of referral).**
- **Police should be contacted to conduct welfare check after 10 consecutive school days of absence if no contact can be made with family and there are welfare concerns (before 10 days if ROSH).**

Applications for Extended Leave (Travel)

From the beginning of 2015, family holidays and travel are no longer considered under the Exemption from School – Procedure. Travel outside of vacation period is now counted as an absence for statistical purposes.

Parents complete the form “Application for Extended Leave – Travel”

<https://education.nsw.gov.au/content/dam/main-education/policy-library/public/implementation-documents/pd-2005-0259-02-01.pdf>

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

Principals will consult with parents about the intention of the travel and in the case of family holidays encourage parents to take holidays with their child during school vacation periods.

Administration will request travel documentation, such as travel itinerary or e-ticket, and ensure this is attached to the application.

Application for Extended Leave - Travel is then provide to the principal for their consideration.

If a student or students do not return on the date specified, administration reach out to family/emergency contacts.

Where contact has not been established, Principal will refer the matter to HSLO.

On accepting a parent’s application, a “Certificate of Extended Leave – Travel” must be issued.

The original certificate is provided to the parent and a copy of the certificate placed in each student’s record.

Administration records the leave (L) on [School Bytes](#).

Attendance Procedures

Synopsis

This document outlines the key purpose, structure and function of a school team supporting student attendance.

Document History

Version	Author	Date
Version 3	Sonia Ibrahim	1/08/2024

Consultation

The following stakeholders contributed to the development of this document:

Contact name	Position	Date
Sonia Ibrahim Executive Team Learning and Support Team HSLO	Principal	1/08/2024

Audience

- Students
- Staff
- Parents and carers
- School community- school counsellor

Resources

- [School Attendance Policy](#)
- [School Attendance in Government Schools Procedures 2015](#)
- [Attendance Matters – resources for schools](#)

Review date

To ensure currency of information and continuous improvement of school practice, this document is due for review on or before 1 August 2025.

Endorsement

This document supersedes any previous documents and is effective from 1/08/24.

Endorsed by: Sonia Ibrahim

Relieving Principal: Narwee Public School

Purpose

The school attendance team shares responsibility for attendance through the involvement of key stakeholders in developing a whole school approach to improving attendance.

Who

Sonia Ibrahim–Principal

Suki Scade- School Psychologist- Learning and Support

Athina Lennon- Assistant Principal Curriculum and Instruction

Jane Koletti– Assistant Principal

Mary Muffett– Assistant Principal

Connie Liddell- Relieving Assistant Principal

What

As outlined in the School Improvement Plan our attendance improvement measures are:

2021 Progress measure - An increase from the baseline of 77.8% of students attending 90% of the time.

2022 Improvement measure – A minimum of 82.6% of students attending 90% of the time.

2023 Progress measure - An increase in % of students attending 90% of the time from the 2022 data.

2024 Progress measure - An increase in % of students attending 90% of the time from the 2023 data.

- ***Key responsibilities managed by the team:***

- Tier 1 with an attendance rate of 80-90% to be monitored by **classroom teachers** and **stage leaders**.
- Tier 2 with an attendance rate of 50-79% to be monitored by **stage leaders and principal**.
- Tier 3 with an attendance rate of less than 50% to be supported by the **Principal, School counsellor and HSLO**.

- ***School procedures include the following chain of action as outlined in our Policy and Procedure:***

- Classroom Teacher
- Assistant Principal
- Principal
- School Counsellor

Attendance Procedures

- Learning and Support Team
- HSLO
- Teams Around a School- Network Specialists

How and when

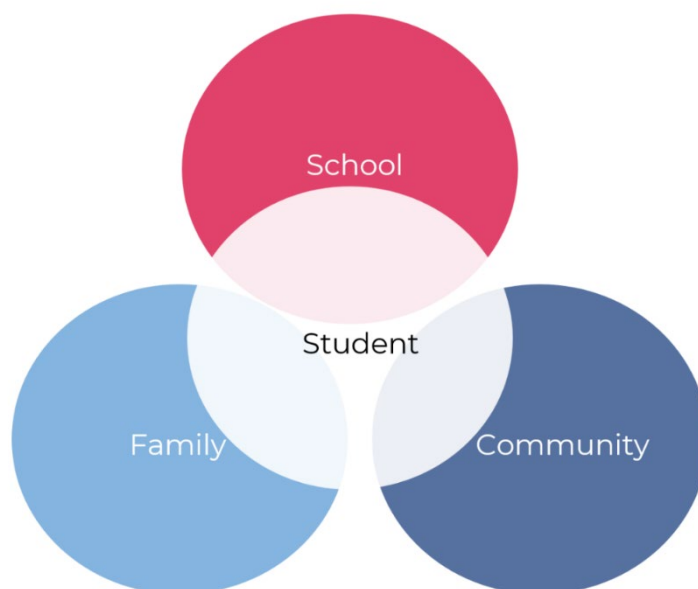
- An Agenda for School Attendance Team will be addressed at Weeks 2 and 6 of each term.
- Standing agenda items will include Tier 1 and Tier 2 students of focus. An attendance data base will be the key driver of promoting effective long-lasting improvements to attendance levels. The attendance team will collaborate on consultations had with students, teachers, and families. The team will consult on goals towards implementing the required changes for improved attendance.
- The principal will share and store minutes of meetings and attendance follow up. This information will be stored in Faculty/Executive/Attendance Matters/2024.
- ***Further follow up with Tier 3 will be addressed at Learning and Support Meetings.***

Goal

Strategic Direction 3: Engaged Community of Learners

Purpose:

To optimise the school wide environment ensuring an engaged and positive learning community.



Support and intervention are tailored to the school community, to create a positive environment for engagement and learning- Attendance Matters- Resources

Child Wellbeing Unit DoE contact must be made for all children with child protection concerns including educational neglect.

Child Wellbeing Unit DoE contact should be made for all children with unjustified absence of 10 consecutive days or cumulative absence of 30 days.

Police should be contacted to conduct welfare check after 10 consecutive school days of absence if no contact can be made with family and there are welfare concerns (before 10 days if ROSH).

School Interventions
Classroom teacher

Follow up with parents and carers for explanation.
Record in School Bytes
Monitor attendance- Refer concerns to stage leader.

No change



School Interventions
Assistant Principal

Send School Letter 1 to parents.
Organise meeting with parents.
Continue monitoring **School Bytes LAMP** attendance agreement.
Discuss supports with LST/Principal if required.

No change



School Interventions
Principal/ Learning and Support

Discuss matter on Learning and Support Caseload
Principal to follow up with parent/carer.
Request support from HSLO if necessary

No change



HSLO Support/ Teams around A School

HSLO and school to decide if referral is appropriate.
Application for HSLO support include documentation
(letter to parents and attendance agreement,
Signed and dated HSLO letter 1a and 1b + year to date attendance report).

Improvement in attendance interventions and/or
concern at school level:
Teacher, stage leader and LST to MONITOR

