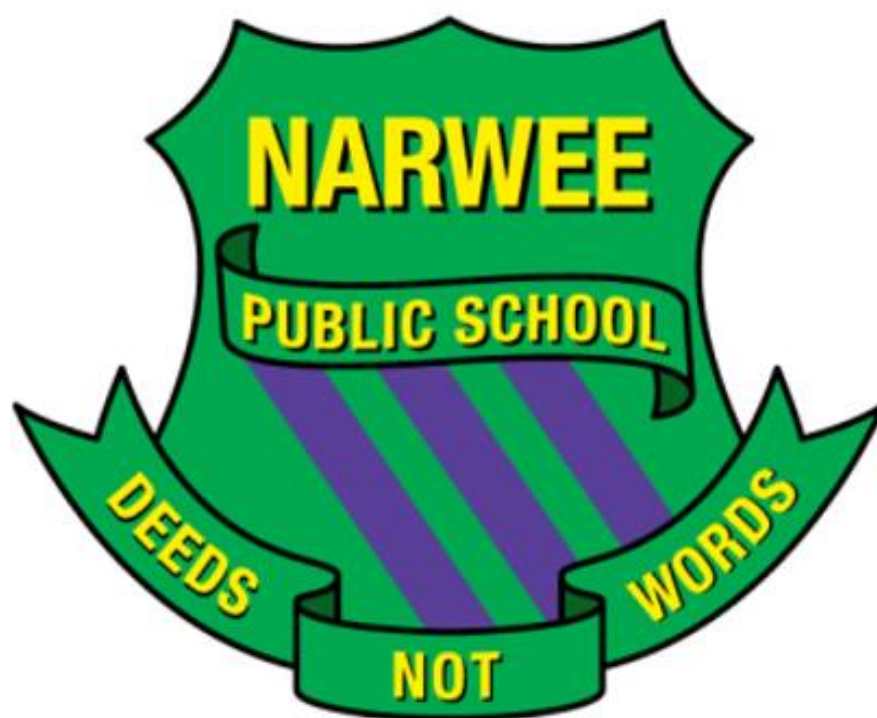


Narwee Public School

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:

1. Classroom Teacher Level:

- **Accurately mark the roll each day**, including partial attendance and assessing explanation for absence, preferable to mark at the beginning of the day by 9.30am.
- **Request explanation for absence:** remind students, follow up with parents and send request for explanation home. **NB:** Notes must be brought in within 7 days of the absence.
- Class teachers to clear absences on School Bytes.
- Where attendance is of concern **bring to the attention of stage leader.**

If there is no improvement after 3 or 4 interventions:

2. Executive Level:

- Stage leader to **set attendance as agenda item** for each stage meeting.
- **Letter 1(initial school) to parents** requesting that they attend a meeting at school to discuss attendance.
- **Meeting** school executive member (may be stage leader/ attendance coordinator/ learning support team leader or principal) with parents: record of attendance agreement. Principal can attend meeting with parent.
- **Monitor** attendance: if no improvement (option of **LAMP** sheet)

Refer students with attendance concerns/LAMP to Principal.

3. 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:** **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).**

Synopsis

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

Document History

Version	Author	Date
Version 1	Sonia Ibrahim	9/08/2023

Consultation

The following stakeholders contributed to the development of this document:

Contact name	Position	Date
Sonia Ibrahim Executive Team Learning and Support Team	Relieving Principal	9/08/2023

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 March 2024.

Endorsement

This document supersedes any previous documents and is effective from 7/08/23.

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– Relieving Principal

Suki Scade- School Psychologist- Learning and Support

Athina Lennon- Assistant Principal Curriculum and Instruction

Jane Koletti– Assistant Principal

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

How and when

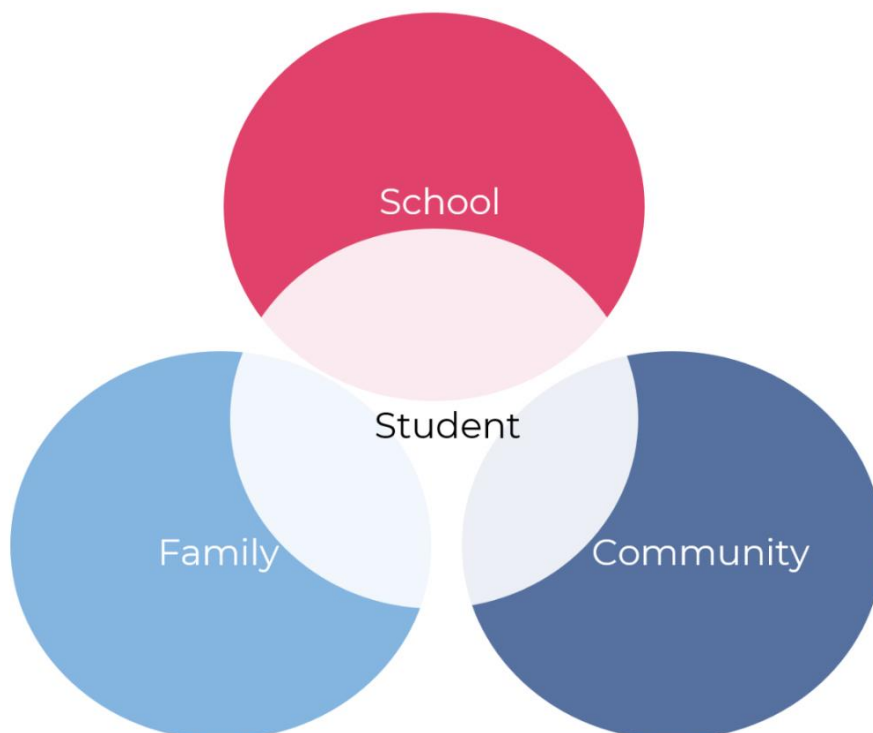
- An Agenda for School Attendance Team will be addressed at Weeks 2 and 6 of each term.
- Standing agenda items will include Tier 1 and Tier 2 students of focus. An attendance data base will be the key driver of promoting effective long-lasting improvements to attendance levels. The attendance team will 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/2023.
- ***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

Attendance Procedures

