



Student Attendance Procedures at Moss Vale Public School



Moss Vale Public School

Department of Education

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Attendance Procedure Flowchart

Prior to applying for support from the Home School Liaison Program, Moss Vale Public School has a responsibility for interventions at different levels.



Note:

- There should only be **5-6 weeks** from identification of attendance concerns to point of referral.
- Rolls can be subpoenaed to court, therefore it is imperative that they are marked according to the school and department policies. Please see you're the Attendance Coordinator if you have any questions.

2.1

Attendance registers are marked efficiently using the correct symbols in both computer based and paper rolls.

- Roll to be marked online by 9.15am.
- Folder (with marked paper roll) to be sent to the office each Friday to be replaced with new roll.
- Absent notes are to be entered online if within 7 days of absence. Notes outside of this period can be sent to the office when required. Please indicate on the note that you have entered an absence explanation with an initial/signature and attendance code.
- New students can be manually written on paper roll and attendance taken manually. The online attendance will need to be entered in arrears, once student has been added to your class.
- **Please ensure you sign your paper roll each day.**
- **Please keep your roll folder in an easily identifiable location for casual staff to mark the roll.**
- **Need help?** QRG's are located at <https://education.nsw.gov.au/lmbr/training/student-management-ebsontrack-training/introduction-to-student-management>.

Alternatively, see the Office Manager in the office or call Ed Connect on 1300 32 32 32.

Attendance register codes

Code	Meaning	Reason
+	Present	Student is physically present at the time of roll marking.
A	Unjustified	Student is physically absent at the time of roll marking. The student's absence is unexplained; that is no notice has been provided by parents within seven days of the occurrence of the absence.
S	Sick	The student's absence is due to sickness or as the result of a medical or paramedical appointment. In these cases: <ul style="list-style-type: none"> - a medical certificate is provided or - the absence was due to sickness and the principal accepts this explanation. Principals may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory attendance.
L	Leave	An explanation of the absence is provided which has been accepted by the principal. This may be due to: <ul style="list-style-type: none"> - misadventure or unforeseen event - participation in special events not related to the school - domestic necessity such as serious illness of an immediate family member - attendance at funerals - travel in Australia and overseas - recognised religious festivals or ceremonial occasions.
E	Suspended	The student was suspended from school – Pre-marked on roll
M	Exempt	The student was exempted from attending school and a Certificate of Exemption has been issued by a delegated officer. – Office Use Only
F	Flexible Timetable	Student is participating in a flexible timetable i.e. not required at school at this time / Best Start Assessments – Office Use Only
B	School Business	Student is attending an external school events e.g. Debating Competition.
I	Internal	Student is in attendance at the school but is not in the roll class e.g. undertaking an alternate school based activity / Band
H	Shared Enrolment	Student is enrolled in more than one education settings for a period of time, such as a tutorial centre, behaviour class, distance education etc – Office Use Only

4.1 Parents/carers

- Ensure that their child attend school regularly and for the whole day.
- Wherever possible organise appointments outside of school hours.
- Ensure that their child arrives to school on time.
- Students who are late are required to report to the office to collect a late note which is given to the class teacher.
- Explain absences of their child from school within 7 days of absence.
- Work with school to improve attendance.

4.2 Teacher

- Mark roll and record absences before 9:15am
- Receive notes from students explaining absences and send to the office within 7 days of absence and record on ebs.
- Identify students who have irregular or unsatisfactory patterns of attendance, including late arrivals and discuss with parents/ carers promptly. If a student has had more than 2 days off, the teacher must contact the parents.
- Discuss attendance concerns with supervisor.

Work with parents/ carers to improve attendance

4.3 Assistant Principal

- Ensure that student attendance concerns are discussed on a regular basis at stage meetings.
- Implement strategies to encourage regular attendance of students of concern.
- Refer attendance concerns to the Learning Support Team.
- Issue letters to parents for child's unsatisfactory patterns of attendance.

Discuss concerns with the attendance officer.

4.4 Principal

- Ensure that attendance requirements are actively explained and promoted to parents and carers.
- Ensure that the School's Attendance Policy and Procedures are reviewed on an annual basis and that staff are informed of their roles and responsibilities.
- Analyse whole school attendance.
- Manage exemptions from school in line with DoE Policy and Procedures.

4.4 Attendance Officer / Deputy Principal

- Regularly meets with the Home School Liaison Officer (HSLO) to monitor whole student attendance with a focus on students falling below 85% attendance.
- Contacts parent/carer of students monitored by phone and works with classroom teacher to put interventions in place to support regular attendance.
- Completes and notifies parents formally through attendance letters of student attendance concerns.
- Attends meetings with parents/carers and HSLO to resolve attendance concerns if required.

4.5 Home School Liason Officer

- If school based interventions have not been successful in resolving attendance concerns, a referral may be made to the Home School Liaison Officer.
- Legal action may be taken in cases where all internal and external interventions have not resolved serious attendance problems.
- The act requires that parents/ carers attend a conciliation conference and participate in an attendance improvement program.
- If these strategies are not effective prosecution may occur.

The department attendance policy

<https://education.nsw.gov.au/policy-library/policies/school-attendance-policy>