

Glenorie Public School



ATTENDANCE POLICY

Rationale:

- The *Education Act (1990)* requires that children of school age (six-minimum school leaving age) are required to be in full-time attendance at a government or registered non-government school unless they registered for home schooling with the NSW Education Standards Authority (NESAs) and are to receive instruction in accordance with the conditions to which the registration is subject., or correspondence education, or have been granted an exemption by the Department of Education.

Objectives:

- To maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly, and without unnecessary or frivolous absences.
- 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, in partnership with parents, are responsible for promoting the regular attendance of students.

Implementation:

- Education is a sequential process. Absences often mean students miss important stages in the development of topics, causing them to find 'catching up' difficult.
- Absenteeism contributes significantly to student failure at school.
- All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.
- 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.
- The Principal or their delegate will undertake all reasonable measures to contact parents promptly and within two school days of an absence being unexplained, if contact has not already been made. An absence is unexplained if parents have failed to provide an explanation to the school within 7 days.
- Parents have a responsibility to ensure that their children attend school regularly, and are only absent if ill or if absolutely necessary.
- Parents are required to explain the absences of their children from school promptly and within seven days to the school. An explanation for absence must be provided to the school within 7 days of the first day of any period of absence.
- Parents have a further responsibility to provide a written note or return a completed absence form to the school explaining why an absence has occurred.
- The principal has a responsibility to ensure that attendance records are maintained and monitored at school.
- All student absences are recorded in the morning by teachers, are aggregated on our database and communicated to the Department of Education and Training as required.
- The Department of Education (Home School Liaison Officers) may seek student attendance records.
- The principal has a further responsibility to ensure that unexplained absences are investigated, and that high levels of absenteeism are adequately explained.

- The principal will contact parents of students with high levels of unexplained or unapproved absences, with the view to developing and implementing strategies to minimise absences.
- Ongoing unexplained absences, or lack of cooperation regarding student attendance will result in a formal attendance conference being organised.
- The Principal must ensure that for students with attendance concerns, the learning and support needs of those students are addressed in consultation with parents.
- Student attendance and absence figures will appear on student half year and end of year reports.
- Aggregated student attendance data is reported to the Department of Education and the wider community each year as part of the annual report.

This policy should be read in the context of [The Enrolment of Students in Government Schools: A summary and consolidation of policy \(1997\)](#) and the [Memorandum Enhanced Enrolment Procedures](#) (Intranet only).

Evaluation:

- Schools, with support from attendance officers (home school liaison officers and Aboriginal student liaison officers), monitor the regular attendance of students and develop and implement strategies to support students with identified attendance issues.
- This policy will be reviewed as part of the school's three-year review cycle.