Epping Heights School Attendance Procedures

Updated April 2024

Please refer to
https://education.nsw.gov.au/policy-library/policies/pd-2005-0259

- **Roll marking-** Teachers mark rolls in School Bytes by 9:15am each day using DOE School Attendance Register Codes. https://education.nsw.gov.au/content/dam/main-education/policy-library/public/related-documents/reg_codes.pdf

- **Partial Absences (arriving late or leaving early)**
  Students arriving after 9:05am or leaving before 3:05pm must be accompanied by an adult to the Front Office to explain their late arrival or early departure. If student arrives late unaccompanied, office staff will email parents requesting explanation for lateness through School Bytes – Absences-Communications – Templates- Absence Late- email.
  Administrative staff mark the partial absence on School Bytes. Students then give their printed late slip to their classroom teacher.
  https://education.nsw.gov.au/content/dam/main-education/policy-library/public/related-documents/reg_codes.pdf

  Partial absences are monitored by class teachers. For students who are regularly late, follow the process as outlined for student absence.

- **Extended Leave travel**
  An *Application for Extended Leave – Travel* should be completed by the parent and provided to the Principal in cases of extended absence due to travel with family such as a family holiday. Leave is included as an absence for statistical purposes. https://education.nsw.gov.au/policy-library/policies/pd-2005-0259

  Applications are available through School Bytes parent portal in forms or on our school website.
  https://eppinghts-p.schools.nsw.gov.au/content/dam/doe/sws/schools/e/eppinghts-p/Student_Leave_Application_form_for_travel.pdf

- **Exemptions**
  A *Certificate of Exemption* must only be granted by the Principal "when it has been clearly demonstrated by the applicant that an exemption is in the student's best interests in the short and long term. Alternatives to exemption should have been fully explored." (About the policy 1. Exemptions from School)
  https://education.nsw.gov.au/policy-library/policyprocedures/pd-2005-0259/pd-2005-0259-01

Parents and carers are regularly reminded via newsletters and communication with class teachers and executive, that they are responsible for making sure that their children comply with these legal requirements. We support parents by monitoring student attendance and helping to address attendance issues when they emerge. https://education.nsw.gov.au/student-wellbeing/attendance-matters-resources-for-schools/compulsory-school-attendance

Translated Documents: https://education.nsw.gov.au/public-schools/going-to-a-public-school/translated-documents/compulsory-school-attendance-information-for-parents

EHPS Flowchart Attendance Monitoring

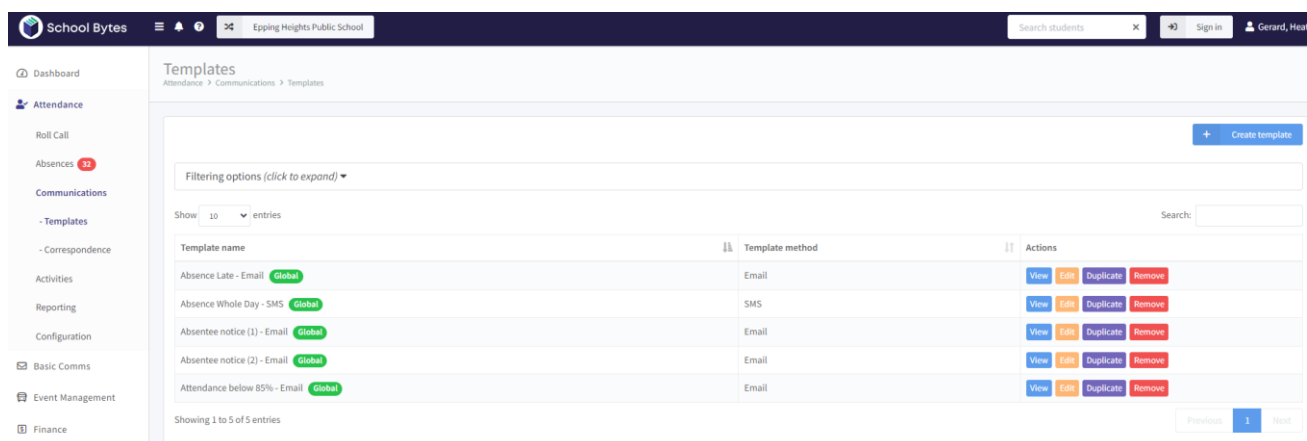## Classroom Teacher Responsibilities

1. Parent does not provide explanation for absence within 2 days. Email to parents **Absentee Notice (1)** from School Bytes. Attendance- Communications- Templates - Absentee notice (1) - Email

2. Parent does not provide explanation for absence within 5 days. Email to parents **Absentee Notice (2)** from School Bytes. Attendance- Communications- Templates - Absentee notice (2) - Email

3. **LOOK FOR PATTERNS**. Is a student in your class:
   a) Regularly arriving late or going home early?
   b) Regularly absent from school- with explanation from parents?
   c) Regularly absent from school- unexplained?
      If Yes to any above. Talk to your AP and follow advice. Record on Sentral in Wellbeing – Data Record- Legal

4. Has a student been away for 5 days? Please make a wellbeing call- DON'T WAIT UNTIL THEY RETURN TO FIND OUT REASON FOR EXTENDED ABSENCE

   Refer immediately to AP or P if health or welfare concerns (School Counsellor support, family support, return to school Health Care Plan may be needed). Record notes on Sentral in Wellbeing.

Assistant Principal Responsibilities

1. Class teacher refers student concern to AP regarding pattern of regular late arrivals, early departures or absences (explained or not explained). AP supports Class teacher to make phone call to parents and discusses strategies and resources that can be used to encourage improved student attendance. *Resources in Exec/Attendance/Parent resources.*

2 a) Learning Support team monitors student attendance at fortnightly meetings and discusses students with less than 85% attendance. AP email to parents **Attendance below 85% - Email** from School Bytes. Attendance- Communications- Templates - and follows up with phone call to discuss concerns and strategies to support the student. *Record on Sentral in Wellbeing – Data Record- Legal*

2 b) Attendance is further monitored for another 2 weeks. If no improvement, refer to P

Principal Responsibilities

1) AP or LS team refers student attendance concern to P. P calls parents and sends formal attendance letter **Absentee Notice 4** (T:\Executive\Attendance\Attendance Procedures updated 2024) regarding student attendance offering support and strategies to support improved attendance. Medical certificate required for further absences. *Record on Sentral in Wellbeing – Data Record- Legal and Parent Teacher Communication*

2) If no improvement, refer student concern to HSLO. P calls parents and sends formal attendance letter **Absentee Notice 5** (T:\Executive\Attendance\Attendance Procedures updated 2024). *Record on Sentral in Wellbeing – Data Record- Legal and Parent Teacher Communication*

3) Principal and / or HSLO conduct interview with parents to collaboratively develop a Student Attendance Support Plan or LAMP (Lateness and Attendance Monitoring Program). MRG, report to Child Wellbeing Unit and referral to LWO may be required. Record in student record card **and** *Sentral in Wellbeing – Data Record- Legal and Parent Teacher Communication*