

Attendance Procedure: Curlewis Public School

Overview

Regular attendance and punctuality are valued at Curlewis Public School as they are in all other areas of the community. The school's policy aims to assist all students attend school on a regular basis and arrive on time each day. 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.

General Principles

1 General Principles

- a) All students must proceed directly into the school grounds on arrival each morning. Once arrived, they cannot leave the grounds until the end of their school day.
- b) All students are expected to maintain an attendance rate above 85%. Attendance rate checks are done throughout each term. Parents are notified in writing if the rate falls below this level.

Policy and Associated Documents

[School attendance](#)

[School attendance policy PPT](#)

[Student attendance in NSW public schools procedures](#)

[Resources for schools](#)

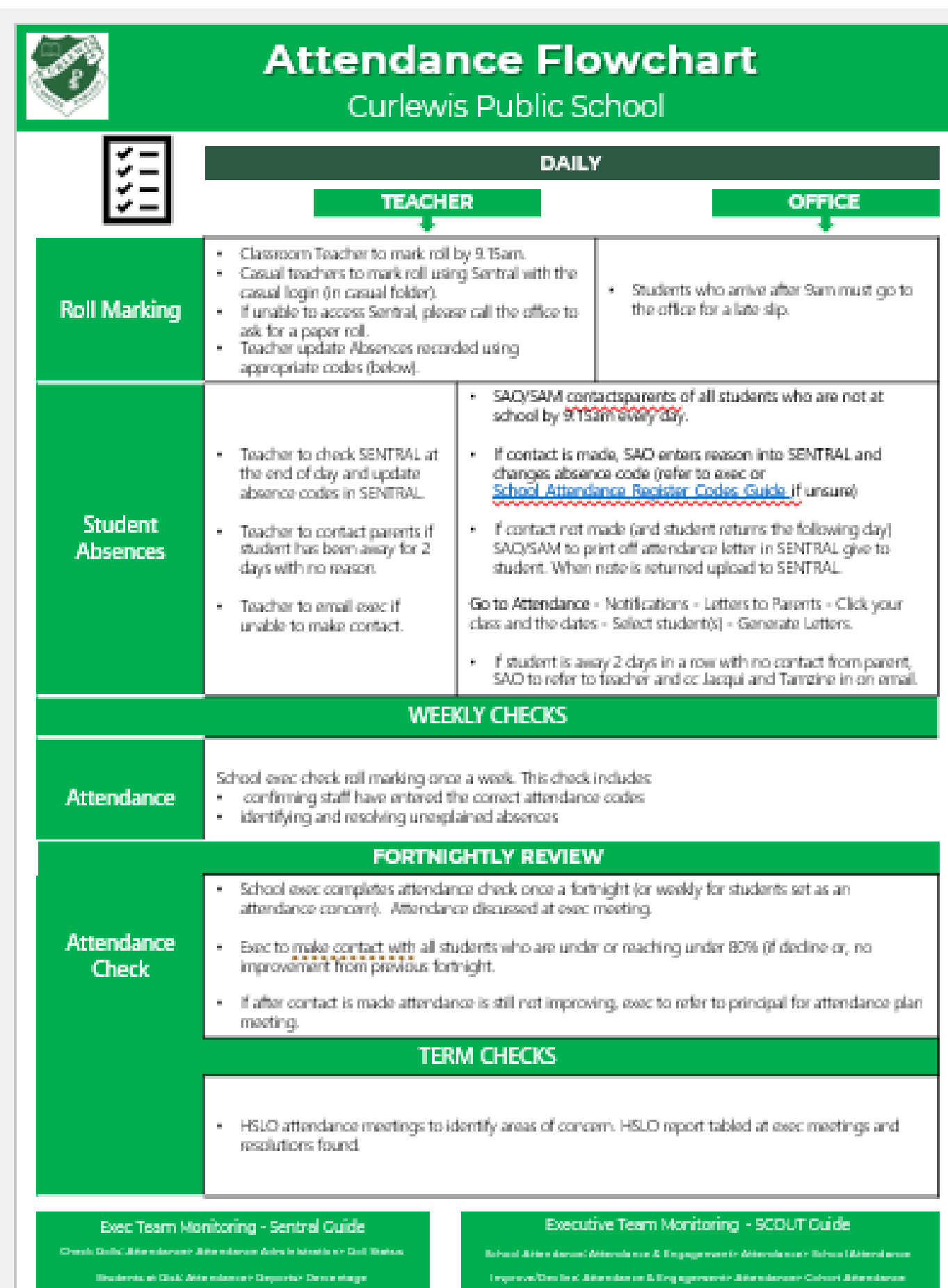
[Exemption from school procedure](#)

[Recording absences during emergency events.pdf](#)

[Information provided for the welfare of children](#)

[ACARA - national standards for student attendance data reporting](#)

Attendance Flow Chart



Partnership with parents and carers

Support parents to ensure positive attendance habits is vital. Curlewis Public School supports parents through:

- Tips and tricks in school newsletter
- Exec and classroom teachers checking in with parents and offering support
- Linking parents with appropriate agencies

Attendance Monitoring

Attendance monitoring is a whole school responsibility.

Office Staff

- Confirm rolls are marked by 9:15am and follow up with teachers when they are not.
- Contact all parents of students who are away and enter into SENTRAL.
- When no contact is made, refer via email to classroom teacher to follow up
- Print attendance letters when student returns and follow up if no reason is still given
- Regularly include attendance in the school newsletter
- Refer any attendance concerns to the exec via email

Classroom Teachers

- Mark the roll immediately and by 9:15am every day
- Refer any attendance concerns or patterns to exec via email to follow up
- Contact parents when no explanation for absence has been given for 2 days
- Encourage and celebrate students attendance in the classroom
- Support families with positive attendance when needed

Exec

- Follow up on attendance concerns emailed from office staff and teachers
- Review attendance register and correct use of codes weekly
- Complete fortnightly attendance checks identifying attendance concerns and patterns and follow up
- Complete attendance concerns procedures where necessary
- Support families with positive attendance when needed
- Celebrate positive attendance

Parents

- Notify the school within 7 days when student is away
- Encourage positive attendance
- Seek support with attendance when needed

Attendance Concerns Procedures

During weekly and fortnightly checks executive staff and teachers are responsible for identifying students who may be considered attendance concerns.

Students who are an attendance concern:

- Habitual attendance (i.e away Friday/Monday/sports days etc)
- Students who have 80% of < attendance
- Students who have unusual amount of explained sick code absences

Process

During fortnightly check exec staff will identify students who meet the above attendance concern criteria. Once students are identified the below checklist will be implemented.

1. Student entered as attendance concern in SENTRAL (attendance > choose class > click student > set as attendance concern)
2. Contacted student's parents/carers to discuss (added to SENTRAL)
3. Followed up on all unexplained absences/if repeated sick letter asking for medical certificate sent
4. Implemented an in-class attendance support plan (added to SENTRAL)
5. Sent Letter #1 Uploaded to SENTRAL (attendance > notifications > letters to parents > Attendance concern 1).
6. Sent Letter #2 a fortnight after letter 1 if no improvement. Uploaded to SENTRAL (attendance > notifications > letters to parents > Attendance concern 2).
7. Informal Meeting Held with parents to identify possible supports (detailed entered in SENTRAL)
8. Sent Letter #3 (fortnight after informal meeting if no improvement) Uploaded to SENTRAL
9. Formal meeting to create school-based attendance support plan (uploaded to SENTRAL) Attendance Concern Procedures
10. Implemented a school-based attendance support plan (upload to SENTRAL) Attendance Concern Procedures
11. HSLO referral (upload to SENTRAL) Attendance Concern Procedures

Review

Date Reviewed: Day 1, Term 1, 2025

Date for next review: Day 1, Term 1, 2026

