NSW Department of Education



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



Attendance Flowchart

Curlewis Public School



DAILY

TEACHER

OFFICE

Roll Marking

- Classroom Teacher to mark roll by 9.15am.
- Casual teachers to mark roll using Sentral with the casual login (in casual folder).
- If unable to access Sentral, please call the office to ask for a paper roll.
- Teacher update Absences recorded using appropriate codes (below).
- Students who arrive after Sam must go to the office for a late slip.

Student Absences

- Teacher to check SENTRAL at the end of day and update absence codes in SENTRAL.
- Teacher to contact parents if student has been away for 2 days with no reason.
- Teacher to email exec if unable to make contact.

- SAO/SAM contactsparents of all students who are not at school by 9/15am every day.
- If contact is made, SAO enters reason into SENTRAL and changes absence code (refer to exec or School Attendance Register Codes Guide if unsure)
- If contact not made (and student returns the following day) SAO/SAM to print off attendance letter in SENTRAL give to student. When note is returned upload to SENTRAL.

Go to Attendance - Notifications - Letters to Parents - Click your class and the dates - Select student(s) - Generate Letters.

 If student is away 2 days in a row with no contact from parent, SAO to refer to feacher and cc Jacqui and Tarrzine in on email.

WEEKLY CHECKS

Attendance

School exec check roll marking once a week. This check includes:

- · confirming staff have entered the correct attendance codes
- identifying and resolving unexplained absences

FORTNIGHTLY REVIEW

Attendance Check

- School exec completes attendance check once a fortnight (or weekly for students set as an attendance concern). Attendance discussed at exec meeting.
- Exec to make contact with all students who are under or reaching under 80% (if decline or, no improvement from previous fortnight.
- If after contact is made attendance is still not improving, exec to refer to principal for attendance plan meeting.

TERM CHECKS

 HSLO attendance meetings to identify areas of concern. HSLO report tabled at exec meetings and resolutions found.

Exec Team Monitoring - Sentral Guide

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Executive Team Monitoring - 900UT Guide

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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) <u>Attendance</u> 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

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