

HORNSBY HEIGHTS

PUBLIC SCHOOL



**Attendance Practices &
Procedures**

School Attendance

Regular attendance at school is essential if students are to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students. While parents are legally responsible for the regular attendance of their children, school staff, as part of their duty of care, monitor part or whole day absences. Please refer to the Department of Education School Attendance for the Policy:

<https://education.nsw.gov.au/policy-library/policies/pd-2005-0259>

Procedures at Hornsby Heights Public School:

Parents and Carers Responsibility

- If your child is absent from school for any amount of time please send a message to the class teacher via Seesaw or call the school office on the first day of absence. You can also send a note with your child on the day they return explaining the absence.
- Extended leave may be applied for via a Certificate of Exemption Form available at the school office. The Department of Education only permits Principals to approve leave for valid reasons such as illness, accident or compelling family difficulty. All parents who remove their children must inform the office and those who comply with the Certificate of Exemption must provide evidence of flights, if overseas travel is required, or statutory declarations as required by the Principal. Holidays are to be taken in school holiday periods and not in school term.
- All children who are late must report to the office before going to the classroom. **An adult present explaining the lateness is necessary.** If you are unable to bring your child to the office or to phone confirming the reason for your child's lateness, please provide your child with a note explaining the reason for lateness.
- It is expected that children attend for full days, however, if you collect your child from school early, please report to the office first. Anyone collecting your child from the school early must be 18 years or over and must have authority from the child's parent/carer. This can be in the form of written permission or a phone call to the office.

School Staff Responsibility

- Provide a caring teaching and learning environment which fosters students' sense of wellbeing and belonging to the school community.
- Maintain accurate records of student attendance.
- Implement programs and practices to address attendance issues when they arise.

- Provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.

Procedures for recording student absence



Strategies for Consistent Lateness:

- If a student is persistently late to school, the teacher will contact parents to discuss the importance of being at school on time and offer support if required.
- If lateness continues, procedures for whole day absences will be followed and the student will be referred to the Stage AP for follow up.
- The Assistant Principal will refer to the principal for follow up and support.

Planned Monitoring

Action	Responsibility	Time Frame
Mark class rolls	Class teacher	Daily by 9:30am
Check all rolls are marked	School Administrative Staff	Daily by 9:30am
Request absence explanations (Sentral email)	Class teachers, SASS	Daily as per procedures
Attendance Monitoring	Class teacher, Executive, Learning Support Team	At least twice per term
HSLO referrals	Attendance Coordinator /Principal	When required
Student Absence Returns	Principal	As scheduled by DoE
Admissions Register	School Administrative Staff	As required
Annual Report Data	Principal	Annually
Safety/welfare/wellbeing concerns relating to attendance	Principal	As required

Attendance Register Codes

Source:

https://education.nsw.gov.au/content/dam/main-education/policy-library/related-documents/reg_codes.pdf

A	The student's absence is unexplained or unjustified. No explanation has been provided by parents within seven days of the occurrence of an absence or the explanation is not accepted by the principal.
S	The student's absence is due to sickness or as the result of a medical 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. <p>Principals may request a medical certificate in addition to explanations if the explanation is doubted or the duration of the absence is more than four days.</p>
L	An explanation of the absence is provided which has been approved 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 or overseas - recognized religious festivals or ceremonial occasions, including Sorry Business
E	The student was suspended from school.
M	The student was exempted from attending school and a Certificate of Exemption has been issued by a delegated officer.

F	<p>Student participating in flexible timetable not present because they are not required to be at school. This could include:</p> <ul style="list-style-type: none"> - HSC Pathways Program - Best Start Assessments - Trial or HSC Exams - VET courses - Staggered starts at the commencement of school terms - Learning from Home (teacher assisted) - Learning from Home (self-paced learning)
B	<p>The student is absent from the school on official school business. This symbol is recorded where the principal approves the student leaving the school site to undertake:</p> <ul style="list-style-type: none"> - work experience - school sport (regional and state carnivals) - school excursions - student exchange
H	<p>The student is attending two or more education settings for a period of time (shared enrolment). This symbol is recorded where a student accesses a specialist educational setting on a sessional or full-time basis. The symbol is recorded where a student accesses education settings separate to their mainstream school such as:</p> <ul style="list-style-type: none"> - tutorial centre and programs - behaviour schools - juvenile justice - hospital schools - distance education