OAKLANDS CENTRAL SCHOOL

Peter Craft – Principal

# Attendance Policy

**Aim:**

This policy outlines the agreed upon procedures for monitoring and encouraging student attendance at Oaklands Central School. This policy reflects the Department of Education Student Attendance in Government Schools Procedures and Policy. This policy aims to monitor student attendance and improve student attendance where necessary.

**Rationale**

Regular attendance at school for every student is essential if students are to achieve their potential, and increase their career and life options. Schools in partnerships 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, record and monitor part and whole day absences. Schools, in providing a caring teaching and learning environment, which addresses the learning and support needs of students, including those with additional learning and support needs or complex health conditions, foster students’ sense of wellbeing and belonging to the school community

**Responsibility**

Parents must ensure:

* their children of compulsory school age are
* they provide an explanation for absences to the school within 7 days from the first day of any period of absence through means such as telephone call, written note, text message or email.

Principals must ensure:

* all attendance records including details of transfers and exemptions are accessible to the Director Public Schools NSW, attendance officers and other personnel nominated by the Secretary Department of Education and Communities, Director Public Schools NSW, or Audit Directorate.
* the school regularly evaluates and addresses school attendance through the school plan.
* open communication on issues affecting student attendance is promoted with parents.
* school staff are trained to implement attendance policies and procedures and that personnel with responsibility for maintaining attendance records are supervised.
* all cases of unsatisfactory attendance, including part day absences are investigated promptly and school based factors impacting on attendance are addressed.
* early identification of students at risk of developing poor school attendance patterns through strategies such as regular roll checks.
* attendance reports from roll checks are generated at least fortnightly and tabled at Learning Support Team or attendance meetings for follow up by appropriate staff members.
* the school’s Learning and Support Team in partnership with parents identify and implement strategies that address the learning and support needs of a student with attendance patterns of concern.
* effective strategies are in place to contact parents where there is a pattern of attendance causing concern or the parent has failed to provide a satisfactory explanation for an absence.

School Staff will

* provide a caring teaching and learning environment which fosters students’ sense of wellbeing and belonging to the school community.
* promote regular attendance at school through teaching and learning activities that acknowledge the learning and support needs of students.
* maintain accurate records of student attendance.
* alert the principal, or staff member responsible for monitoring attendance, when a student’s pattern of attendance is of concern, or if no explanation is received from the parent or carer within required timeframes

Processes

The following procedures will be followed at Oaklands Central School:

* Each day student attendance rolls will be marked at morning roll call
* A text message will be sent to the parent / caregiver of absent students informing them of the student’s absence and requesting an explanation.
* Students will be required to provide an explanation of their absence from school on their first day at school after returning from absence
* The principal or delegate will make contact with parents or caregiver if a student’s attendance pattern is causing concern.
* If a student’s cumulative absences exceed 15% of school days then contact will be made with the HSLO and the MRG used. Any communications with parents will be recorded and records kept.
* If a range of school based interventions has been unsuccessful in resolving attendance difficulties the principal should request support by making an application to the Home School Liaison Program
* Students who have a record of absence will be referred to the LST and school counselor after 14 days of absences in any school year.

The designated SAO will be responsible for ensuring the accuracy of attendance records in LMBR.