



# EMU HEIGHTS PUBLIC SCHOOL

## *Attendance Policy*

### *June 2023*

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 well-being and belonging to the school community. (p.1)

*School Attendance Policy (PD20050259): Student Attendance in Government Schools: Procedures (2015)*

## **Responsibilities:**

### **Principal & Executive**

- ❖ Oversee the implementation of the School Attendance Policy
- ❖ Ensure effective strategies are in place to promote regular attendance and to follow up any concerns around irregular attendance or prolonged absences
- ❖ Communicate through the Learning and Support Team any parent or student concerns regarding attendance and to implement strategies to address these needs
- ❖ Print unexplained absence letters
- ❖ Regular monitoring of attendance data

### **Parents**

- ❖ Understand the legal requirements and educational necessity for regular school attendance
- ❖ Provide an explanation for absences by means of a telephone call, written note, email message or Compass attendance notification via the app within 7 days
- ❖ Ensure all written explanatory notes are signed and dated

### **Teachers**

- ❖ Provide a caring learning environment which will encourage regular school attendance
- ❖ Follow the Attendance Flowchart for Classroom Teachers
- ❖ Will be conversant with the school's and Departmental attendance policies
- ❖ Understand the importance of accurately recording and carefully monitoring students' attendance and will do so efficiently and effectively
- ❖ Ensure the class roll is marked promptly each morning before 10.00am. In the event of paper rolls being used, store them safely in a designated spot in the classroom
- ❖ Enter relevant codes for absence notes promptly in the school roll on the day of receipt
- ❖ Report concerns of unexplained absence, frequent absences explained as being due to illness, or regular applications for leave absence to their stage supervisor and Learning and Support teacher. Distribute unexplained absence letters.

## Home School Liaison Officer (HSLO)

- ❖ Provide the school with support in its endeavor to improve school attendance
- ❖ Monitor attendance of targeted students in collaboration with the Learning and Support Team.

## Students

- ❖ Take pride in regular school attendance
- ❖ Receive support to overcome problems concerning poor attendance

## Roll Marking Procedures:

- ❖ In the event of an excursion, a copy of a marked class list is to be provided to office staff prior to departure. Rolls should also be marked on Compass if possible.
- ❖ If for any other reason the class roll cannot be marked electronically, a marked class list should be provided to office staff by 9:30am
- ❖ **Note: Exemptions can no longer be requested or approved for parents / caregivers going on holidays during a school term. These absences are marked as leave (A) and are counted in the student's attendance record. Requests for extended leave – travel, if approved by the Principal are recorded as an (L) or are otherwise recorded as an (A). A copy of the approval will be provided to the teacher for reference and another filed in the Pupil's Record Card.**

## Late Arrivals/Early Departures:

- ❖ Students should present to the school office where they will be given a Late Arrival Docket
- ❖ Students in sick bay who go home will be signed out as an early departure
- ❖ Students must not leave early unless collected by a parent/caregiver or their approved nominated persons

## Strategies for Good Attendance

- ❖ Teachers will provide a caring and stimulating learning environment in which students achieve success and receive recognition for this
- ❖ Good attendance will be promoted in all classrooms
- ❖ Procedures for notification of absence and the importance of prompt arrival will be regularly inserted in the newsletter
- ❖ A pamphlet from the NSW Department of Education is included in Kindergarten Orientation packages each year. The HSLO will speak at one session regarding the importance of regular attendance

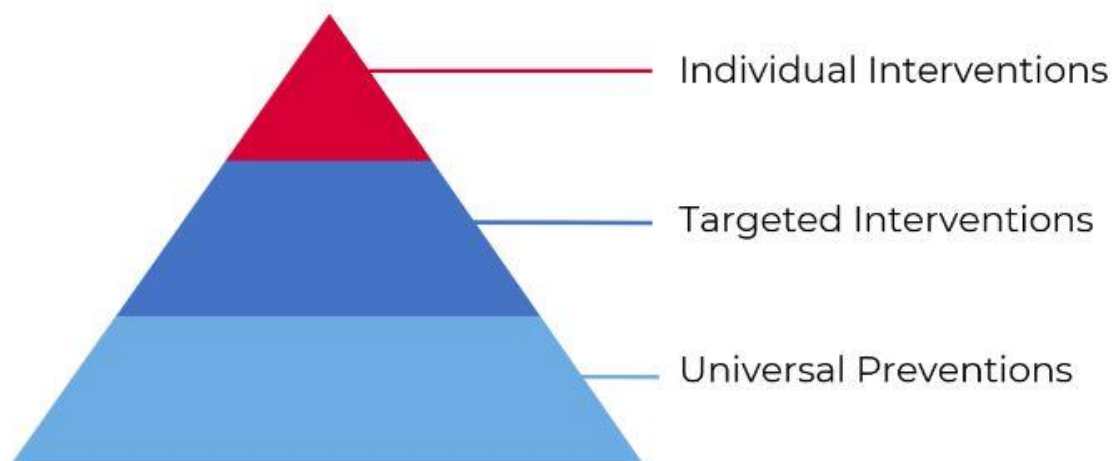
## References

*School Attendance Policy (PD20050259)*

*Student Attendance in Government Schools: Procedures*

## Emu Heights Public School - Whole School Approach to Attendance

At Emu Heights Public School whole school attendance is modelled on a tiered framework of support and intervention which is tailored to our school community. This creates a positive environment for engagement and learning and is in line with the Department of Education's [School Attendance Policy](#).



This tiered approach:

- Fosters regular attendance by establishing a positive and welcoming school culture for all students.
- Addresses attendance concerns by identifying and providing targeted strategies for all students needing more support.
- Re-engaging students with learning by providing tailored interventions for students with significant support needs.

<b>Tier 1</b>	<p><b><i>Universal Protection – Fostering student attendance</i></b></p> <p><b><u>What it looks like</u></b></p> <p><i>The school creates a welcoming environment for all students to attend school and participate in learning.</i></p> <p><i>Positive relationships with students, staff and the school community support a sense of belonging and engagement with learning and school activities.</i></p> <p><i>Student attendance is promoted and supported by all staff. Attendance records are monitored: common barriers to attendance are addressed; improvements in attendance are recognized and early interventions are actioned.</i></p>
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### **Required Actions**

- The school monitors and promotes regular attendance.
- Class teachers maintain accurate rolls and follow up absences.
- A need for early intervention is identified and actioned.
- Child protection requirements are adhered to by all, for any matter relating to school attendance where safety, welfare or wellbeing concerns arise for a student.

### **Tier 1 Attendance Strategies**

**Positive teacher-student relationships are developed.** Teachers get to know their students on a personal level to better understand their cultures and interests, as well as any challenges they may be facing.

**The importance and benefits of regular attendance is promoted.** The school website, newsletter and Compass announcements are utilized fortnightly to promote the importance of school attendance using DoE Attendance Matters resources.

**Teacher engage in annual attendance professional learning.** All teachers attend professional learning at the beginning of each year.

**The school acknowledges positive attendance and improvement in attendance.** School staff provide acknowledgement of positive attendance through behaviour awards each term – 100% attendance; High attendance (>95%); Improved attendance (from previous term to current term). Students with attendance above 90% each term are rewarded with a '90s club' reward at the start of the following term which may include a dance party or morning tea with the Principal.

**Whole school improved attendance goal is set and rewarded.** Whole school attendance is publicized to students. Each week, attendance rate is announced. Green circle if attendance data has improved, red circle if data shows a decrease. Five green circles of improved attendance rates equals a reward of ten minutes of extra play.

**Attendance policy is included in the Kindergarten Orientation package.**

### **Tier 2**

#### ***Target Intervention – Addressing Attendance Concerns***

75% attendance or less

#### **What it looks like**

*Schools implement appropriate strategies and interventions to address attendance concerns and engage students with learning. Students and their parents/carers are supported and actively involved in planning and decisions to improve attendance. The school and community work together to address barriers to attendance and improve engagement.*

#### **Required Actions**

- The school contacts parents promptly to follow up unexplained absences, following the Emu Heights Public School flowchart.

- Staff work with the student and family to understand the underlying factors contributing to non-attendance and plan supportive strategies.
- The executive regularly review and monitor attendance reports for patterns or students at risk of chronic absence following the Emu Heights Public School Learning and Support Team Attendance Flowchart.

### **Tier 2 Attendance Strategies**

**A collaborative attendance plan is developed.** The stage supervisor, classroom teacher, family and student work together to develop an attendance plan that incorporates individualized attendance goals, strategies and acknowledgements.

**Improvements in attendance are celebrated.** The school and family acknowledge students attendance improvements with a predetermined incentive (e.g. a phone call, a class reward)

**Families are provided with relevant information about assistance available to them.** School initiatives to assist with attendance such as uniform, school counselling or local support services.

## Tier 3

### ***Individual support -Re-engaging with learning***

75% attendance or less and there has been no improvement in attendance after Tier 2 strategies have been put in place.

#### **What it looks like**

*Additional support is provided to re-engage individual students with significant barriers or complex needs impacting on their attendance. Caring and supportive relationships are fostered to address challenges to engagement and attendance. Where appropriate, support services provide additional assistance including advice, tailored strategies and program.*

#### **Required Actions**

- Classroom teachers follow the EHPS Attendance Flowchart
- The executive and Learning and Support Team follow the LST Attendance Flowchart.
- Staff work with the students and family to understand the underlying factors contributing to non-attendance and plan supportive strategies.
- School and support agencies work collaboratively with the students and parents/family to assist re-engagement.

#### **Tier 3 Attendance Strategies**

**A collaborative attendance plan is developed.** The LST, stage supervisor, family and student work together to develop an attendance plan that incorporates individualised attendance goals, strategies and acknowledgments.

**Improvements in attendance are celebrated.**

**An open invitation is provided to families of the student** to participate and be included in decision making in relation to the attendance plan. The school and family acknowledge students attendance improvements with a predetermined incentive (e.g. phone call to parent, class reward)

**One on one teacher to student support is made available to the student.** The student is supported by a trusted adult to re-engage with peers, develop a greater connection to school and develop individual learning goals.

**Home School Liaison Officer assistance is engaged.** The school contact the HSLO and organizes a meeting with the HSLO, the student and their family to assist in developing targeted support for the student.