Goulburn East Public School
Attendance Policy

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 members, as part of their duty of care, monitor part and whole day absences.

School staff is responsible for supporting the regular attendance of students by:
- Providing a caring teaching and learning environment which fosters students’ sense of belonging to the school community
- Recognising and rewarding excellent and improved student attendance
- Maintaining accurate records of student attendance
- Implementing programs and practices to address attendance issues when they arise
- Providing clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance

Student Attendance in Government Schools: Procedures (2005)

The Goulburn East Public School Attendance Policy has been developed to comply with the School Attendance Policy (2005) and Student Attendance in Government Schools: Procedures.

School Attendance Procedure:

1. For classroom teachers -

a. **The class roll is to be marked by the first teacher supervising the class each day.** The Class Roll is to be sent to the office by 10am every Wednesday.

b. If a student arrives late **(after the roll is marked)** the student should collect a late note from the Front Office. The Student Arrival and Departure Register should also be filled in by parent. A ‘Pa’ must be entered and the time the student arrives to school **must** be noted in the notes column (eg 10.05am). The same procedure is required for all partial absences.

c. An ‘a’ (absent) is entered if the student is not physically present in the classroom.

d. The teacher marking the roll must sign (initial) each day in the box required.

e. If information entered onto the roll is crossed out, this must be initialed by the teacher.

f. Teachers responsible for students attending whole or part day out of school activities, including sport, will supply the names of the students participating to the office. The supervising teacher will supply an adjusted attendance record to the teacher/s of participating students upon return to school **(including teacher signature.)** This will include the times departed and signatures of parents for students who are taken home from the event. **Class teachers will need notated the information**
in the notes section of the roll. Students will only be allowed to leave the event with their own parent/guardian unless written permission from the parent/guardian is presented.

g. Special circumstances registers are to be used on days on which there is part or full day industrial action involving teachers, approved school development days, days on which the school is inaccessible due to natural occurrences such as fire or flood. The Weekly Attendance Sheets are not to be used on these days. The special circumstance register should specify the date and times of the variation, indicate the reason for the variation, list the students attending on that day and be signed by the teacher maintaining the register.

h. An application for ‘Exemption from Attendance at School’ should be considered if a student is going to be absent in excess of 5 days due to a family holiday or illness. The Principal may grant an exemption. Exemptions due to family holidays must be applied for before the student begins the leave. Teachers should discuss possible exemption applications with the Principal. The code for exemption, ‘M’, should not be entered on the roll until the teacher has been notified that the exemption has been approved.

2. Notes/Explanations.
Upon receipt of an explanation – verbal / written;
- Only symbols and codes outlined in the ‘Attendance Register Codes” can be used on rolls once written notification is received.

<table>
<thead>
<tr>
<th>Code</th>
<th>Meaning</th>
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<tr>
<td>S</td>
<td>The student’s absence is due to sickness or as a result of a medical or paramedical (physio/dentist etc) appointment.</td>
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| L    | - misadventure or unforeseen event  
- participation in special events not related to school  
- short family holidays that cannot be taken within normal vacation period  
- domestic necessity such as serious illness of an immediate family member  
- attendance at funerals  
- recognised religious festivals or ceremonial occasions  
- short-term employment in the entertainment industry. |

**Leave should not be recorded for any student of compulsory school age on more than 15 days in a school year.**

| B    | Students attending approved school activity off site |
| A    | The student’s absence is unjustified. The absence has been explained by the parent, but the reason provided is not accepted by the school staff. |
| Pa   | The student was late or was absent for part of a day. The time of arrival or departure must be recorded. |
| E    | The student was suspended from school. |
| M    | The student was exempted from attending school (only after approval granted) e.g Leave for more than 4 weeks. Teachers / School representatives to contact H.S.L.O. through the Principal when absences of greater than 4 weeks are known to be occurring. |
| a    | The student is not in attendance at the time of roll marking. |

- Teachers must sign the note, date when received and record the code for absence (using professional judgement – if unsure seek Principal or SAM advice).
- Verbal explanations must be recorded on the GEPS Verbal Absence Notification form (purple). but parent/guardian instructed that a written explanation will still be required.
- Notes should be kept with the Roll until collection by SASS on Wednesday.

3. For SAS staff:
   a) All completed slips for partial absences and for early leavers are returned to class teachers to record the reason for absence and enter details on the Class Roll.
   b) The completed notes and partial Absence slips are filed weekly and kept in the office.
   c) An ‘Absence Report’ (official Attendance Register) is generated every 5 weeks for the previous 5 week period, signed by the principal and filed in the office.
   d) A ‘Return of Absences’ is completed each Semester as directed.
   e) Any Departmental adjustments e.g. Transfers, will be dealt with by Office staff and official notifications will be attached to relevant weeks ‘Attendance Registers’.

Supporting the Regular Attendance of Students at School

Parents are responsible for the regular attendance of students at school. Principals and school staff, in consultation with students and their parents, will usually be able to resolve problems of non-attendance. While parents should be reminded of their legal obligations under the Education Act 1990, the welfare of the student must be the focus of this consultation.

The most effective means of restoring and maintaining regular attendance includes sound attendance monitoring practices and regular follow-up of unexplained absences by contacting parents promptly. Early telephone contact with parents is one means of achieving this.

Resolution of attendance difficulties may require a range of additional school based strategies including:

1. student and parent interviews
2. reviewing the appropriateness of the student’s educational program
3. referral to the school counsellor or outside agencies
4. support from school based personnel.

If a range of school based interventions has been unsuccessful, support may be requested by referring individual cases of unsatisfactory attendance to the regional Home School Liaison Program.

Student Attendance in Government Schools: Procedures (2005)

Goulburn East School Procedures;

If no note/explanation received:

1. If no note is returned to the school on the student’s first day back at school the class teacher should ask the student to remind his/her parent that a written explanation is required tomorrow. When the explanation note is returned signed by the parent/guardian, it is filed as per policy procedures.

2. If a note is not received from the parent/guardian after a student has returned to school a Compulsory School Attendance notice, giving dates of unexplained absences will be sent home. This will be completed by the Wednesday SAO.

3. If a verbal explanation is given a GEPS Verbal Absence notification slip (purple) will be completed and placed in the appropriate teachers pigeon hole (or given directly to him/her). Written permission will still be sought by the parent/guardian.
4. All staff should endeavour to remediate any attendance problems through:
   • student and parent interviews
   • reviewing the appropriateness of the student’s educational program
   • referral to the school counsellor or outside agencies (including learning support team),
   • support from school based personnel before formal regional support staff assistance is applied for.

Bede Darcey, Principal

Goulburn East Public School Staff (Teaching & SASS)

May, 2013

To be reviewed end of Semester 1, 2014
Name of Event: ____________________________________________________

Date of Event: ___________________________________________________

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<tr>
<th>Name of Student</th>
<th>Roll marked upon arrival</th>
<th>Roll marked upon departure</th>
<th>Time of departure</th>
<th>Departed with</th>
<th>Signature of parent/guardian</th>
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Supervising Teachers Signature: _________________________________