

FREEMANS REACH PUBLIC SCHOOL

Student Attendance

School Procedure

January 2023



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.

Procedures

- All class teachers are to mark their class rolls first thing each morning using Sentral.
- At 11am, **the office** will send out SMS absence texts to parents. When parents respond to this text, **the office** will adjust the roll and turn the **unexplained** absence to an **explained** absence.
- Absence explanations via **handwritten notes** from parents are passed to **the teacher** to adjust the roll and turn the **unexplained** absence to an **explained** absence using the current DoE coding system.
- Absence explanations **emailed to the school email** from parents are adjusted on the roll by the **office staff** and turn the **unexplained** absence to an **explained** absence using the current DoE coding system.
- Late Arrivals and Early Leavers are recorded at the school office in Sentral.
- **The office** will print off all unexplained letters generated from Sentral, once a fortnight. These are to be handed out to teachers (to give to students) and to follow-up. Then these are returned, the teacher adjusts the roll and turns the **unexplained** absence to an **explained** absence using the current DoE coding system.
- On the third consecutive unexplained absence, **the teacher** will call the parent to make contact for the wellbeing of the student and inform them to formally communicate with the school (in writing, email or via SMS response) explaining the absence.
- **The Learning Support Team (LST)** and the **AP for attendance** will monitor absence patterns and liaise with parents whose child's attendance is <90% (one day off per fortnight).
- The LST may refer poor attendance to the **Home School Liaison Officer (HSLO)** via the **Principal**. The school will undergo regular roll checks with the HSLO and follow recommendations.
- The **Principal** will make regular reference to attendance in the school newsletter and information handbook.