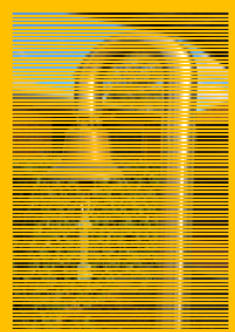
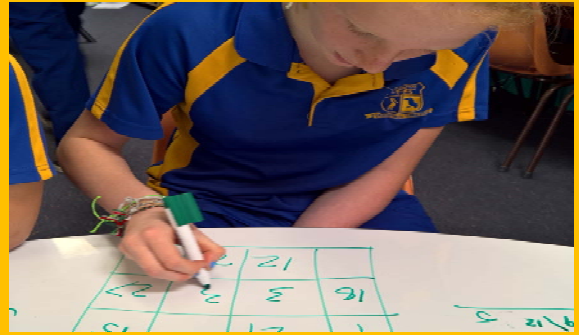


# Attendance: Processes and Procedures

Cattai PS



Education



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### Absences

It is a legal requirement that your child should attend school for the whole school day, each day the school is open.

**Students must have all absences explained by a parent or carer within 7 days of first being absent.**

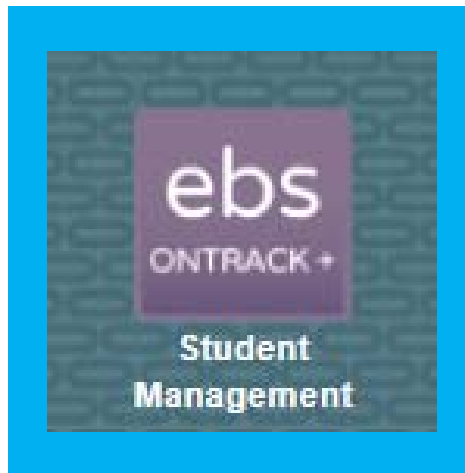
The school is to be notified of extended absences or infectious diseases. If parents are planning an extended holiday, they need to contact the school as there are new requirements, and exemptions from school of this nature can only be given by the Principal or Director. School attendance is checked regularly by the Home School Liaison Officer and unexplained absences noted. Continued and/or unexplained absences may lead to school review and follow up action.

In the instance of habitual absence the Principal may need to consider the [Mandatory Reporter Guide](#) (MRG). In accordance with the MRG Neglect Education - Habitual Absence is defined as 'The child/young person is of compulsory school age (6 years to current leaving age) AND is habitually absent'. 'Habitually absent' is a minimum of 30 days absence within the past 100 school days. However, principals should consider other factors, such as the student's age and learning support needs in deciding on action earlier than the 30 days indicated.

### Explaining Absences

There are 4 methods in which parents and carers can explain their child's absences from school.

- 1) Written Note. Sent to the front office (A template can be obtained from the front office).
- 2) Skoolbag
- 3) Email: cattai-p.school@det.nsw.edu.au
- 4) Phone call (Where office staff will annotate the reason for the absence)



### Roll Marking

Class rolls are to be marked in EBS (DoE digital roll marking system) at the start of each school day. In the instance of the classroom teacher being absent and a casual teacher is covering the class, a paper roll is to be marked and sent to the front office. The office staff then enter the roll into EBS.

### Late Arrivals

It is essential that each child arrives at school in time for the commencement of lessons each day to avoid missing important parts of their school work. The NSW Department of Education and Training requires all late arrivals at school to be explained. Should any child arrive at school after the morning bell at 8:30am, the parent and child must come to the office and sign in where the reason for lateness will be recorded and a late note issued to be handed to the teacher when going to the classroom.

### Early Leavers

Children are not allowed to go early from school unless they are collected and signed out by their parent or guardian. Parents need to obtain a leave slip from the front office, then take the leave slip to the classroom/supervising teacher before collecting their child/children. Teachers cannot allow a child to leave the school unless this procedure has been followed.

### 1. Data Reviewed.

Principal or delegate reviews attendance data. Students causing concern identified and classroom teachers informed.



### 2. Classroom Teacher Phone Call.

If these students are absent two days in a row, or two days within a week, the **classroom teacher** is to contact the home (on the afternoon of the second day) to enquire as to when the student will be returning to school. The teacher must document this contact on the ***Absence Contact Record Sheet -Teacher***, which is located in the 'Cattai Management/School Organisation/Attendance' OneNote. If no contact can be made by phone the class teacher sends out an ***Unexplained Absence Note***.



### 3. Principal Phone Call.

If absences continue, the classroom teacher refers to the **Principal**, who will contact the home and make further enquiries. This communication is to be documented by the Principal on the ***Absence Contact Record Sheet-Teacher***, which is located in the 'Cattai Management/School Organisation/Attendance' OneNote.



### 4. Attendance Concern Letter.

If the students attendance remains of concern and continues to appear on data analysed, the **Principal** distributes ***Attendance Concern Letter*** to the Parent/Carer. A completed ***Attendance Record*** must be submitted with the referral. located in the 'Cattai Management/School Organisation/Attendance' OneNote.



### 5. School Attendance Meeting Letter.

If absences continue and no improvement in attendance is identified during fortnightly analysis, parents will be formally requested to meet with the Principal to discuss attendance issues – ***School Attendance Meeting*** Letter. The Home School Liaison Officer (HSLO) will attend if able to.



### 5. Mandatory Reporter Guide

In the instance of habitual absence the Principal may need to consider the [Mandatory Reporter Guide](#) (MRG). In accordance with the MRG Neglect Education - Habitual Absence is defined as 'The child/young person is of compulsory school age (6 years to current leaving age) AND is habitually absent'. 'Habitually absent is a minimum of 30 days absence within the past 100 school days. However, principals should consider other factors, such as the student's age and learning support needs in deciding on action earlier than the 30 days indicated.



Principal: Mr Robert Hawkes

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487 Cattai Rd  
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## Cattai Public School Absentee Note

Name of Student \_\_\_\_\_ Class \_\_\_\_\_

Date of absence \_\_\_\_\_

**Reason for absence: The reason must be shown below. (Please tick the appropriate box and give detail.) Note: If you prefer, you may telephone the school to explain your child absence.**

Sickness (please give details, eg flu) \_\_\_\_\_

Family reasons (please give details, eg attendance at a funeral) \_\_\_\_\_

Other reason (please give details, eg attendance at a religious ceremony) \_\_\_\_\_

Name of Parent/carer \_\_\_\_\_ Signature of Parent/Carer \_\_\_\_\_ Date \_\_\_\_\_



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Email: [cattai-p.school@det.nsw.edu.au](mailto:cattai-p.school@det.nsw.edu.au)

19<sup>th</sup> September, 2017

### ATTENDANCE CAUSING CONCERN

Dear \_\_\_\_\_,

Each fortnight during planning meetings, classroom teachers analyse attendance information provided by the Home School Liaison Officer.

As a result of this analysis, it has come to my attention that your son/daughter \_\_\_\_\_, of class \_\_\_\_\_ has a rate of attendance which is causing concern. Regular attendance at school is essential for a child's educational development, therefore it is of vital importance that \_\_\_\_\_ attends school on a regular basis.

If you would like to discuss any aspect of your child's attendance with myself and/or the class teacher, please contact the school on 45728445 to make an appointment.

Yours sincerely,  
Robert Hawkes  
Principal  
Cattai Public School  
[robert.william.hawkes@det.nsw.edu.au](mailto:robert.william.hawkes@det.nsw.edu.au)  
p:45728445 f:45728760



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19<sup>th</sup> September, 2017

### SCHOOL ATTENDANCE MEETING

Dear \_\_\_\_\_

I refer to the attendance of your child, \_\_\_\_\_ at Cattai Public School.

Regular attendance at school is essential for a child's educational development. Records indicate that \_\_\_\_\_ has had a significant number of unexplained or unjustified absences from school. The Education Act (1990) provides that every child attend school regularly on all days that instruction is provided. It is an offence if you fail to send your child to school in accordance with the Act.

In an endeavour to provide you with support and resolve the matter, we need to discuss \_\_\_\_\_ attendance. A meeting has been organised for you at **Cattai Public School**.

On: \_\_\_\_\_ At: \_\_\_\_\_

It is essential that you attend this meeting with the school executive. If you fail to attend this meeting we will be obliged to refer the matter to the Home School Liaison Officer.

Please contact me on 45728445 or email me on [robert.william.hawkes@det.nsw.edu.au](mailto:robert.william.hawkes@det.nsw.edu.au) if you are unable to attend this meeting so we can reschedule it to a more convenient time.

Yours sincerely,  
Robert Hawkes  
Principal  
Cattai Public School  
[robert.william.hawkes@det.nsw.edu.au](mailto:robert.william.hawkes@det.nsw.edu.au)  
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