

BANKSTOWN WEST PUBLIC SCHOOL

ATTENDANCE AND ENROLMENT POLICY



1.0 POLICY STATEMENT

1.1 Section 22 of the Education Act (1990) states that it is the duty of the parent of a child of compulsory school age to cause the child:

- A) To be enrolled at, and to attend, a government school or a registered non-government school or
- B) To be registered for home schooling with the NSW Education Standards Authority (NESA) and to receive instruction in accordance with the conditions to which the registration is subject.

1.2 All students who are enrolled at school, regardless of their age, are expected to attend that school whenever instruction is provided.

1.3 Section 24 of the Act requires principals to maintain an attendance register (roll) in a form approved by the Minister. Attendance registers must be available for inspection during school hours by a board inspector or by an authorised person.

2.0 AUDIENCE

2.1 The students, parents and staff of Bankstown West Public School.

3.0 CONTEXT

3.1 Regular attendance at school is essential to assist students to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students.

3.2 Encouraging regular attendance is a core responsibility.

3.3 This policy should be read in the context of Enrolment of Students in NSW Government Schools-a summary and consolidation of Policy and the General Enrolment Procedures.

4.0 RESPONSIBILITIES AND DELEGATIONS

4.1 Parents

4.1.1 It is the duty of the parent of a child of compulsory school age to cause the child:

- A) to be enrolled at, and to attend a government school or a registered non-government school, or
- B) to be registered for homeschooling with the NSW Education Standards Authority (NESA) and to receive instruction in accordance with the conditions to which the registration is subject.

4.1.2 Parents are required to explain the absence of their children from school promptly and within seven days to the school. An explanation for absence must be provided to the school within 7 days of the first day of any period of absence.

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4.2 Principals

4.2.1 Must provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.

4.2.2 Must ensure the school has effective measures in place to monitor and follow up student absences or their delegate will undertake all reasonable measures to contact parents promptly and within three school days of an absence being unexplained, if contact has not already been made. An absence is unexplained if parents have failed to provide an explanation to the school within 7 days.

4.2.3 Are responsible for ensuring that attendance records are maintained in an approved format and are an accurate record of the attendance of students.

4.2.4 Must ensure that for students with attendance concerns, the learning and support needs of those students are addressed in consultation with parents.

4.2.5 Are responsible for ensuring that when frequent absences are explained due to illness that:

- consultation occurs with parents regarding the health care needs of the student
- medical certificates are sought for the absences
- where there are ongoing concerns, approval is sought from parents to contact the student's doctor so the school has all relevant information regarding the student's health care needs
- where there are ongoing health concerns, the school Wellbeing Nurse may be referred to parents
- strategies are developed to ensure regular attendance at school.

4.2.6 Must ensure that school staff are provided with information on attendance requirements and their obligation to monitor and promote regular attendance at school.

4.2.7 Must ensure that any matter relating to school attendance where safety, welfare or wellbeing concerns arise for a student:

- consideration is given to the requirements of the [Protecting and Supporting Children and Young People Policy](#)
- all required reports are made to the Community Services Child Protection Helpline or contact made with the Child Wellbeing unit (as required by the [Mandatory Reporter Guide](#))

4.2.8 have the authority to:

- grant sick leave to students whose absences are satisfactorily explained due to illness
- accept other explanations for absence and record the absence as 'L'
- decline to accept an explanation for absence and record the absence as unjustified
- grant an exemption from school attendance for periods totalling up to 100 days in a 12-month period for any one student provided certain conditions are met (see the [Exemption from School - Procedures](#))
- grant part-day exemptions from school for periods totalling up to 100 days in a 12-month period (see the [Exemption from School - Procedures](#))
- grant exemption from enrolment for students who have completed Year 9 and have the required approval to complete their education in special circumstances through an apprenticeship or traineeship (see the [Exemption from School - Procedures](#)).

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5.0 MONITORING AND REVIEW

5.1 Schools, with support from attendance officers (home school liaison officers and Aboriginal student liaison officers), monitor the regular attendance of students and develop and implement strategies to support students with identified attendance issues.

5.2 The Director, Child Protection Services is responsible for monitoring the implementation of this policy and reviewing its effectiveness every three years.

6.0 SCHOOL PROCESSES

6.1 Students must be at school each day for the start of the school day. "Late" is defined as being "after 9:05am when classroom activities have begun and/or after gate supervision is over." A student who arrives late to school will need to obtain a "late note" from the school office before being admitted to class. A "partial absence" will be recorded on the roll to signify the late arrival to school.

6.2 SMS messages are sent through School Bytes to any parent of a child who is absent at 10am, asking for an explanation. Parents may respond to the SMS through oral or written means. This is notated as either an explanation on the roll or an unjustified excuse, after consultation with the Executive staff.

6.3 Students who need to leave early will need to be signed out at the office. A "partial absence" will be recorded on the roll to signify the early departure.

6.4 If a student arrives at school before 8:30am he/she must not go to rooms, must only sit on the seats outside the office until the bell goes (unless otherwise specified due to wet weather). There is no supervision before 8:30am and families are actively encouraged to ensure their children are kept safe by arriving at school no sooner than 8:30am.

6.5 If a student has not been picked up by 3:15pm he/she must go to the office. Parents will be phoned. If parents cannot be contacted, the emergency contact numbers will be called.

6.6 When participating in after school extra-curricular activities, a student that has not been picked up by 4:05pm must go to the office. Parents will be phoned. If parents cannot be contacted, the emergency contact numbers will be called.

6.7 All notes are kept by the class teacher until the end of the year when they are filed and kept by the school office.

6.8 Parents and carers need to apply for a leave exemption if their child's absence is over 5 school days. This needs to be processed through the front office and parents may require an appointment with the principal. Parents are actively encouraged to take holidays in school holiday times and this is communicated through newsletters and other means throughout the year.

6.9 Class teachers will reach out to a parent on Dojo when a child is absent for 2 consecutive days without an explanation. Class teachers to contact parents (by phone) if a child's absence exceeds two days and remains unexplained. Executive staff follow up if necessary i.e. parents are uncontactable after 3 days. All phone conversations regarding attendance will be logged on School Bytes.

6.10 Class teachers will reach out to parents (by phone) when a child's attendance drops under 90% to flag the concern with parents. Executive staff follow up if necessary i.e. parents are uncontactable. All phone conversations regarding attendance will be logged on School Bytes.



6.0 SCHOOL PROCESSES cont.

6.11 Every second week, the SAO sends letters requesting written explanations of absences to parents, for outstanding absences which remain unexplained.

6.12 The Executive team follows up student's unsatisfactory attendance rates with parents and students.

6.13 Letter 1A is sent home when a child's attendance falls below 80% without a satisfactory explanation.

6.14 HSLO intervention is sought if individual children's attendance does not improve. Letter 1B is sent home.

6.15 A separate policy detailing the processes for Out of Area Enrolments is in the policy folder and on the school website.

6.16 Members of the executive to attend online CNN Attendance meetings to stay up to date with the latest and most relevant information.

6.17 Utilising Scout and School Bytes data, the school implements interventions based on a 3 tiered approach:

6.17.1 Whole School Interventions (students with attendance above 90%):

- Attendance Spinning wheel drawn randomly twice a week
- Prize for the class with the best weekly attendance
- Prize for the students who attend school over 90% over a 4 week period (gift vouchers, fun passes, etc.)

6.17.2 Targeted Interventions (students with attendance ranging between 89-80%):

- Consistent Class Attendance Initiative for identified students
- Online data drive to make it easily accessible, track patterns, and make changes
- Regularly monitored with students shifting off/on to chart when/if necessary
- Individualised Interventions (students with attendance below 79%):
- Individualised Reward Charts for identified students
- Weekly check ins with students to track progress