



## BANKSTOWN WEST PUBLIC SCHOOL

### Attendance and Enrolment Policy

As at July 2014

#### ***Policy Statement:***

- 1.1 The government school system in New South Wales exists to provide high quality education for all students.
- 1.2 The Education Reform Act 1990 “requires students between the ages of six and fifteen to be enrolled at a government or registered non-government school, and to attend school on each day that instruction is provided or to be registered for home schooling. It is the duty of the parent or carer of the student to ensure that these obligations are fulfilled.”
- 1.3 No person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status. Any student with proof of residence within our designated boundaries will automatically be accepted for enrolment.
- 1.4 Any family seeking enrolment but living outside our designated boundaries will be required to apply for out-of-area enrolment. Their applications will be taken to the Enrolment Committee and assessed on an individual basis depending on class numbers, the school’s ability to meet needs, and the best interests of the child.
- 1.5 All students in NSW between the ages of 6 and 15 must be enrolled at a government or registered non-government school, and attend school on each day that instruction is provided or to be registered for home schooling.

#### ***Audience:***

- 2:1 The students, parents and staff of Bankstown West Public School.

#### ***Context:***

- 3.1 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, as a part of their duty of care, monitor part or whole day absences.

#### ***Responsibilities:***

- 4.1 Parents are responsible for the regular attendance of students at school. The most effective means of restoring and maintaining regular school attendance includes sound attendance practices and regular and timely follow up of unexplained absences.
- 4.2 Teachers are responsible for monitoring the attendance patterns of all students and alerting their supervisor as soon as any issues arise. Resolution of attendance difficulties may require a range of additional school based strategies including:
  - Conversations via the phone.
  - Student and parent interviews.
  - Reviewing the appropriateness of the student’s educational program.

- Development of a school-based attendance improvement plan.
- Referral to the school counsellor or outside agencies.
- Support from school based personnel.
- Monitoring using LAMP.
- Referral to the Home School Liaison Officer.

4.3 Rolls will be marked at the beginning of each day. The rolls are an official and legal document and procedures for marking will be followed as described in the front of the official rolls. Class rolls will be updated on a weekly basis on ERN. Rolls must be sent to the office before 10:00am every Friday.

***Monitoring and Evaluation:***

5.1 Parents and carers are responsible for informing the school of a child's absence.

5.2 Parents and carers are welcome to inform the school if a student is absent via the phone however the class teacher must receive a written reason for the child's absence which may include a transcribed phone call.

5.3 A written note detailing the child's name, date and reason for absence is the preferred means of communication.

5.4 On the third (3<sup>rd</sup>) consecutive day of a student's absence, if no notice has been received, classroom teachers must phone the parent/carer.

5.5 At 15 days absence in one calendar year the class teacher must bring the student to the attention of their supervisor for further action. Follow up will include monitoring the pattern of attendance of any siblings.

5.6 Students must be at school each day for the start of the school day. "Late" is defined as being "after classroom activities have begun." 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.

5.7 Students who need to leave early will need to be signed out at the office by an adult (over 18). A "partial absence" will be recorded on the roll to signify the early departure.

5.8 At 5 partial absences in one term the classroom teacher must bring the student to the attention of their supervisor for follow up. Follow up will include monitoring the pattern of attendance of any siblings.

5.9 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. 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.

5.10 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 phoned.

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

5.12 Parents and carers need to apply for an exemption if their child's absence is over 10 school days. This needs to be processed through the front office.