



TAMWORTH WEST PUBLIC SCHOOL

Attendance Policy

School Guidelines and Support Documentation for
Implementation of NSW Department of Education Policy

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The Education Act (1990) requires children of compulsory school age to attend school on each day that the school is open for instruction. If children are absent from school, parents are required to provide the school with an acceptable explanation within seven days of the absence.

Responsibilities of Tamworth West Public School regarding attendance:

- Provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.
- Advise parents promptly when their children are absent from school without explanation.
- Ensure accurate records of student attendance are maintained.
- Ensure that cases of unsatisfactory attendance (either part or full day) are investigated promptly and that appropriate intervention strategies are implemented.
- Ensure that school personnel are provided with information on attendance requirements and their obligation to monitor and promote regular attendance at school.

Strategies to monitor and promote attendance at Tamworth West Public School:

- Regular information in school newsletter regarding attendance requirements and consequences of unsatisfactory attendance.
- Contacting parents by telephone and or letter about unexplained absences.
- Accurate recording of attendance by teaching staff and office staff. Staff have been inserviced on how to mark the roll on the LMBR system (laminated instructions for roll marking are also in each paper class roll)
- Designated attendance officer to investigate unsatisfactory attendance and implement intervention strategies.
- Teachers contact attendance officer regarding any attendance issues in their classes.
- Students and parents provided with clear information about reporting to the school office for daily partial attendance.
- Tamworth West Public School's Learning Support Team meet fortnightly where attendance issues may be discussed.

Role of the Attendance Officer:

- The designated Attendance Officer is responsible for the monitoring of attendance of all students at Tamworth West Public School.
- Absences are entered daily into the LMBR computer system. LMBR will print out an absent note after two continual absences. These notes are either given to the child on return to school without explanation of absences or posted home in cases of prolonged absences.
- A partial absence system operates at the front office to maintain a record of partial absences. (lateness, school sport, medical appointments etc). The office staff, record this on LMBR on a daily basis.

- Each fortnight an 85% attendance list is run off for the Attendance Officer (term and year thus far) who then checks to see if absences have been explained for children on the list.

After checking the list for unexplained absences the Attendance Officer decides on a course of action:

1. Phone call to parent/carer
2. Level 1 school letter. This is a letter that shows the parent the number of unexplained absences be they full day or partial. These letters are posted to parent/care giver.
3. Level 2 letter. If an improvement is not forthcoming explaining absences, this letter is sent home. Discussion with the Learning Support Team takes place at this time. This letter is the DoE letter advising parents/care givers of consequences of ongoing unexplained absences including HSLO involvement and possible prosecution.
4. HSLO Referral. If absences continue to be unexplained a referral is completed by the Attendance Officer and is sent to the Home School Liaison Officer associated with Tamworth South and another Level 2 letter is sent home.
5. Communication between Attendance Office and HSLO takes place. A meeting will be set up with Parent/Carer, School Attendance Officer and HSLO to discuss and sign an attendance improvement plan. (20 days)
6. School Attendance Officer and HSLO monitor attendance as required.

