



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.
- Contact 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 eBS: Ontrack system, instructions for roll marking are also in the Black Casual Folder in every classroom.
- 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 ebs:Ontrack. After two continual absences, the classroom teacher will contact the child's parents to seek explanation. This contact will be recorded in 'Wellbeing Notes' and the explanation will be recorded on eBS:Ontrack.
- A partial absence system operates to maintain a record of student partial absences (lateness, school sport, medical appointments etc). The administration staff, record this on ebs:Central on a daily basis.

- The Attendance Officer monitors <85% attendance and unexplained absences through an 85% attendance report fortnightly.

After checking the list for attendance concerns the Attendance Officer decides on a course of action. If a student's attendance is <85% and the majority are unexplained:

1. Phone call to parent.
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 the parent.
3. Level 2 letter. If an improvement in attendance is not forthcoming this letter is sent home. Discussion with the Learning Support Team takes place at this time. This letter is the DoE letter advising parents of consequences of ongoing unexplained absences including HSLO involvement and possible prosecution.
4. Level 3 letter. This letter is from the Principal and is the final step in providing an opportunity for an improvement in attendance to be shown.
If after two weeks there is no improvement in attendance, the student will be referred to the Home School Liaison Program.
5. Communication between Attendance Office and HSLO takes place. A meeting will be set up with Parent, 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.

