



# Galston Public School

## Attendance

### Procedures and Guidelines

2024

#### **Rationale**

[The Education Act 1990](#) establishes the right of every child to receive high quality education. 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. Galston Public School's Attendance Procedures and Guidelines set out the requirements for the attendance of students in NSW government schools in line with NSW Department of Education's [School Attendance Policy](#).

#### **Aim**

Galston Public School's Attendance Procedures and Guidelines aim to maximise student attendance. While parents are legally responsible for the regular attendance of their children, school staff work together with families to regularly monitor part and whole day absences and provide support structures where applicable.



## ***Attendance Procedures and Guidelines***

The following outlines the responsibilities of staff at Galston Public School:

### **Class Teacher**

- Mark the roll each morning by 9:15am. Students go to classes each morning (including SRE/SEE) for roll marking.
- Keep an accurate record of student attendance using the allocated codes.
- Discuss attendance issues with Supervisor if attendance falls below 90%.
- Log received phone calls and conversations explaining partial and full absences in School Bytes roll marking if contact made with the teacher.
- Any hard copy absent/leave notes will be sent to the office for processing.
- If a student arrives after 8:55am the front office records the partial absence on School Bytes.
- If a student is leaving early, the parent must report to the office for an Early Leavers Slip which is presented to the teacher when picking up the student from the classroom.
- If a student is absent a valid explanation is requested by parents /carers via the School Bytes notification process. A response needs to be submitted within seven days, otherwise the absence is marked as unjustified and unexplained.
- If a student has been absent for two consecutive days then the teacher must contact the parent via phone on the third day of absence. If a parent cannot be reached via telephone then an email is to be sent to parents via the school email account/front office.

### **Executive**

- Include attendance as a standing agenda item in 5 weekly data talks meetings. Generate School Bytes and Scout attendance reports identifying students who fall below 90% attendance.
- Contact parents when attendance issues are a concern. Schedule a meeting to discuss attendance and provide support strategies. Make note of this meeting in the student's profile on School Bytes.
- Communicate attendance issues with the Principal including support strategies.
- If there is no improvement in attendance, communicate issues to the Learning Support Team and/or Principal.



## **Principal**

- Work in partnership with executive staff to track student attendance.
- Request support from the HSLO program. This includes Application for Home School Liaison Support signed by Principal; details of intervention and risk assessment documentation (where applicable); a copy of HSLO Letter 1; Year to date attendance report, school undertakings etc.
- Discuss matters with the Home School Liaison Officer (HSLO).
- Draft HSLO letter 1 to be signed by principal and sent to parents if required.
- Monitor attendance. If no improvement, raise attendance issues with the Learning and Support Team to assist in identifying support strategies.
- Contact Child Wellbeing Unit DoE regarding educational neglect (if required) and record reference number if report has been made.

## **Administration**

- Log late arrivals and early leavers in School Bytes
- If parent/carer is unable to provide a reason for absence via School Bytes, SASS will log received phone calls and conversations explaining partial and full absences.
- At 11am daily SASS will initiate parent/carer notifications via School Bytes for students marked as not in attendance.
- As required SASS will approve planned absences sent through the School Bytes Parent Portal.
- At the end of each term, SASS will collect and shred any Late slips/Early leavers slips.

## **Home School Liaison Visits**

- Once a term, a HSLO will visit the school for a roll check. All students with an attendance under 90% without satisfactory explanation will receive a phone call or follow up letter from the school and/or HSLO.
- Principal/AP will draw to the attention of the LAST any student with poor attendance (under 90%) for possible follow-up or attendance plan to be put in place locally at the school in consultation with parents/carers e.g. through the Learning & Support Team.

## **Parent Communication**

- Parents are informed of processes regarding attendance in the school newsletter. The 'compulsory school attendance – information for parents' factsheet is available at the school office and is emailed to all parents once a year.

