**Salt Ash Public School**

**School Attendance Policy**

*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 part of their duty of care, monitor part and whole day absences.*

*School staff are responsible for supporting the regular attendance of students by:*

* *Providing a caring teaching and learning environment which fosters students’ sense of belonging to the school community*
* *Recognising and rewarding excellent and improved student attendance*
* *Maintaining accurate records of student attendance*
* *Implementing programs and practices to address attendance issues when they arise*
* *Providing clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance*

Student Attendance in Government Schools: Procedures (2010)

Salt Ash Public School Attendance Policy has been developed to comply with the *School Attendance Policy (2010)* and Student Attendance in Government Schools: Procedures.

**School Attendance Procedure:**

**i) For classroom teachers -**

1. At the beginning of each day the class roll will be marked through Sentral Attendance by the first teacher supervising the class on entering the classroom. In the case of Sentral Attendance not being available a roll will be marked by using a class list provided by the school office and returned immediately to the office.
2. The exemption method (marking absences only) is to be followed. An ‘a’ (absent) is entered if the student is not physically present in the classroom.
3. If a student has a partial absence a ‘Pa’ will be recorded by SASS.
4. The class teacher will make contact by telephone with parents on the second consecutive day a student is absent. The result of this communication will be recorded in Sentral Attendance.
5. Teachers responsible for students attending whole or part day out of school activities, including sport and debating, will supply the names of the students participating to the office. The supervising teacher will supply an adjusted attendance record to the office on return to school **(including teacher signature)**.
6. Special circumstances registers are used on days on which there is part or full day industrial action involving teachers, approved school development days, days on which the school is inaccessible due to natural occurrences such as fire or flood. Sentral Attendance is not to be used on these days. The special circumstance register should specify the date and times of the variation, indicate the reason for the variation, list the students attending on that day and signed by the teacher maintaining the register. SASS staff will record this information on Sentral Attendance.
7. An application for ‘Exemption from Attendance at School’ may be considered if a student is absent from school for an extended period. Exemptions must be applied for before the student begins leave. Teachers or parents should discuss possible exemption applications with the Principal. The code for exemption, ‘M’, should not be entered on the roll until the teacher has been notified that the exemption has been approved.
8. Part-Day Attendance Exemption (A part day attendance exemption program, negotiated between the parent and the school, where the student attends part of each school day, with the aim to return to full time attendance – must be approved by the Director Public Schools). Student is marked present if they attend for the time negotiated (do not record as partially absent for the time the student is not required at school). Partial absence recorded if the student is absent for any time they are negotiated to be attending school.
9. Notes/Explanations.

Upon receipt of an explanation - written or verbal:

* 1. Record the date of the whole day absence and the reason for the absence in Sentral Attendance

|  |  |
| --- | --- |
| **Code** | **Meaning** |
| **S** | The student’s absence is due to sickness or as a result of a medical or paramedical (physio/dentist etc) appointment.  |
| **L** | * misadventure or unforseen event
* participation in special events not related to school
* short family holidays that cannot be taken within normal vacation period
* domestic necessity such as serious illness of an immediate family member
* attendance at funerals
* recognised religious festivals or ceremonial occasions
* short-term employment in the entertainment industry.

Leave should not be recorded for any student of compulsory school age on more than 15 days in a school year.  |
| **B** | Students attending approved school activity off site |
| **A** | The student’s absence is unjustified. The absence has been explained by the parent, but the reason provided is not accepted by the school staff. |
| **Pa** | The student was late or was absent for part of a day. The time of arrival or departure must be recorded. |
| **E** | The student was suspended from school. |
| **M** | The student was exempted from attending school (only after approval granted from Regional Office) e.g Leave for more than 4 weeks.Teachers / School representatives to contact H.S.L.O. through the Principal when absences of greater than 4 weeks are known to be occurring. |
| **a** | The student is not in attendance at the time of roll marking. |

* 1. Teachers must complete the following on each note received: sign the note, date the note, and record the code for absence (using professional judgement – if unsure seek supervisor’s advice).
	2. Verbal explanations must be recorded on a ‘blue form’ or for excursions recorded on the excursion form.
	3. Notes should be returned to the office at the end of each term.

**ii) for SAS staff:**

1. All completed yellow slips for partial absences are returned to class teachers and data entered on Sentral Attendance.
2. Attach a copy of ‘Out of school activities attendance record’ to the official attendance register.
3. File a copy of negotiated part-time attendance plan in the student’s Record Card.
4. Attach a copy of the special circumstance register to the official attendance register
5. The Adjustments section is to be used to record any errors in roll marking or professional judgement eg. student originally marked absent but later found to be representing the school at a sporting event or notes received for absences prior to that week’s roll and partials after the roll has been sent to the office (Refer to Principal or HSLO if required).
6. An ‘Absence Report’ (official Attendance Register) is generated each Monday for the previous 2 week period, signed by the principal and filed in the office.
7. A ‘Return of Absences’ is completed each Semester as directed.
8. Any Departmental adjustments e.g. Exemptions/Transfers/Missing Children File, will be dealt with by Office staff and official notifications will be attached to relevant weeks “Attendance Registers”.

**SALT ASH PUBLIC SCHOOL**

**2 Day Absence Telephone Log.**

**Week Ending:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Student Name** | **Person contacted** | **Phone Number** | **Dates Absent** | **Reason for Absence****Discussion Points Brought up by parent** | **Verbal Absence Note Completed****(Tick Please)** | **Staff Initial** |
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# SALT ASH PUBLIC SCHOOL - VERBAL ADVICE OF ABSENCE

Date \_\_\_\_\_\_\_\_\_\_\_\_\_ Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class \_\_\_\_\_

Date/s of Absence\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Notified by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Notification Received By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Codes S L A

## Teacher’s Signature …………………………………………………………. Date ……………………………….

# SALT ASH PUBLIC SCHOOL - VERBAL ADVICE OF ABSENCE

Date \_\_\_\_\_\_\_\_\_\_\_\_\_ Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class \_\_\_\_\_

Date/s of Absence\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Notified by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Codes S L A

## Teacher’s Signature ………………………………………………………….. Date …………………………

# SALT ASH PUBLIC SCHOOL - VERBAL ADVICE OF ABSENCE

Date \_\_\_\_\_\_\_\_\_\_\_\_\_ Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class \_\_\_\_\_

Date/s of Absence\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Notified by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Codes S L A

## Teacher’s Signature ………………………………………………………….. Date …………………………

 **Did You Forget**

Name: ……………………………

Class ………………………

Date/dates of Absence: . . . . . .

. . . . . . . . . . . . . . . . . . . . . . . . .

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Date sent: ………………………..

Date Explanation Received:

………………………..

Signed:. . . . . . . . . . . . . . . . .. . . . . .

**File stubs each term with Absentee Explanations**

**File stubs each term with Absentee Explanations**

**File stubs each term with Absentee Explanations**

**File stubs each term with Absentee Explanations**

 **Absence Note *Did you forget?????????***

…………………………………………………. was absent from school on ………………………..…………………………………………………

The Department of Education requires a note of explanation for these absences within seven days of returning to school. In the space below would you please state why your child was absent including relevant dates. Please return the completed note to your child’s class teacher.

Thank you for your co-operation.

Class teacher ……………………………………………………

***Reason (if more than one date please state reason for each date)…………………………………...…………………………..………………….***

***.………………………………………………………………………………………………………………………………………………………..***

***Signed (parent/guardian) ………………………………………….. Date ……………………...***

 **Absence Note *Did you forget?????????***

…………………………………………………. was absent from school on ………………………..…………………………………………………

The Department of Education requires a note of explanation for these absences within seven days of returning to school. In the space below would you please state why your child was absent including relevant dates. Please return the completed note to your child’s class teacher.

Thank you for your co-operation.

Class teacher ……………………………………………………

***Reason (if more than one date please state reason for each date)…………………………………...…………………………..………………….***

***.………………………………………………………………………………………………………………………………………………………..***

***Signed (parent/guardian) ………………………………………….. Date ……………………...***

 **Did You Forget**

Name: ……………………………

Class ………………………

Date/dates of Absence: . . . . . . . .

. . . . . . . . . . . . . . . . . . . . . . . . . . .

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Date sent: ………………………..

Date Explanation Received:

………………………..

Signed:. . . . . . . . . . . . . . . . .. . . . . .

**File stubs each term with Absentee Explanations**

**SALT ASH Public School**

**Excursion notification/attendance record**

**Excursion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organising teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Additional supervising teachers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Class/Group attending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Students: \_\_\_\_\_\_\_\_\_\_\_**

**Time leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time returning: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- |
| **Student Name** | **Roll Group** | **Attendance** | **Variations to attendance** |
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**Teacher Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**