



Erskine Park High School

Pride In Achievement

78-82 Swallow Drive, Erskine Park NSW 2759
Website: www.erskinepk-h.schools.nsw.edu.au

Phone: 9834 3536 Fax: 9834 3864
Email: erskinepk-h.admin@det.nsw.edu.au

Student Attendance Policy

Reviewed Feb 2018

It is compulsory for all children of compulsory school age to be enrolled at, and to attend, a government school or a registered non-government school, or be registered for home schooling with the NSW Education Standards Authority (NESA) and to receive instruction in accordance with the conditions to which the registration is subject. (Education Act 1990)

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. At Erskine Park High School we recognise the direct relationship between attendance and student achievement. Attendance is recorded and monitored both daily and each period. Regular attendance is promoted and valued by parents and staff via regular communication, monitoring and recognition of student efforts. This policy has been developed in accordance with the Department of Education *School Attendance Policy PD20050259V07* and *Enrolment of Students in NSW Government Schools PD20020006*.

Roll Marking and Organisation

- Roll call is held every day at 8.30am. All students in Years 7- 12 are placed in a roll call and they report to the same room every morning.
- Erskine Park High School utilises an electronic attendance system. Staff utilise the Period by Period roll marking application in Sentral. The procedures are as follows:
 - 1) All students who are not physically present in roll call are marked absent by the teacher.
 - 2) Teachers submit their roll by clicking on the submit button in the application.
 - 3) If changes need to be made such as the arrival of a student after the roll is submitted, the roll may be unlocked and the roll adjusted accordingly. The roll should be relocked on completion of the adjustment.

It is a policy of the school that rolls are occasionally marked by casual teachers, as determined by the Head Teacher Administration. Reserve roll call teachers are used to fill in for absent colleagues.

Students on excursions or some other form of approved leave are entered onto the system by the front office. This then records the student as present. A list of students attending an excursion must be given to the front office, for the daily notices before the excursion. It is then entered onto the system. If a student does not attend a planned excursion, the teacher in charge of the excursion, communicates this information to the front office in order for records to be adjusted. This may need to occur on the following day if it is not possible to provide the information on the day of the excursion.

Partial Attendance- Late Arrivals, Early Leavers, Sick at School

- Late students are defined as those arriving any time after 8.33am where the second morning bell has already rung, because of late buses, illness and appointments. Students who arrive after 8.33 am but before 8.40 am must attend roll call and have their name marked off. Any student arriving after 8.40 am MUST report to the Front Office, with their swipe card, and swipe in as late. This will be then be recorded as a Partial Attendance. When the student swipes in, a slip is generated. The top half of the slip becomes the pass to enter class, the bottom part is to be taken home, signed by a parent or guardian and returned to school the next day. It should be given to the roll call teacher or placed in the box in the front office.
- Reports on students who are regularly late are generated in Sentral. Office staff generate this report and monitor students who are persistently late. Students of concern are referred to the Head Teacher Administration who are followed up as appropriate. This may include parent contact, detention or monitoring.

- Teachers do not have the authority to allow a student to leave school premises other than at the normal dismissal times. Only the Principal, Deputy Principals or their delegates may give permission for a student to leave the school grounds. All other staff wishing to allow students to leave the school grounds must make arrangements through the Principal and/or Deputy Principals. Students given permission to leave the school grounds should report to the front office where the following routine is followed:
- Students are expected to hand requests for early leavers to the relevant Deputy Principal before 8.30 am each day. This note will be signed by the Deputy Principal, who may or may not ring parents to confirm the details. At the designated time of approved departure, students take the signed note to the front office, where an early leaver's pass is generated. This will electronically record the absence on school records. Students are not to leave the school before the approved time.
- If a student is sent home to retrieve uniform or other items this occurs with parental knowledge and students carry a sign out slip generated by Sentral. This is approved only by the Principal or Deputy Principals.
- If a student becomes sick at school they need to approach their class teacher for an orange note to allow them to report to the clinic. If a student needs to go home, the front office will contact parents and make appropriate decisions about sending the student home. Students are not to take themselves to the clinic without the permission of their teacher. Similarly, students should not contact parents themselves regarding illness, as this is a violation of the school's mobile phone policy.

Permitted Late Starts and Early Leavers

- Some senior students may be completing TAFE courses and as a result may have periods at school when they do not have a scheduled class. If the free period occurs at the beginning of the day, students must arrive at school for roll call. If the free period occurs last period, they are permitted to leave school at the conclusion of their classes. Students must swipe out at the front office as they leave school grounds. If a student needs to leave school to attend TAFE they will be given a pass with the day and time they need to leave. This process will be coordinated by the Careers Adviser.

Notes for Absences and Parent Information

- Students who have been absent from school are expected to bring a letter of explanation from parents or caregivers to explain their absence on their return to school. Parents may also choose to enter the information in response to the SMS message sent due to absence, or log onto the parent portal to enter explanations.
- There is a proforma available on the school's website that parents can download and fill in, to account for student absence. Other proformas are available, in the form of an orange note, and students can get these from their roll call teacher or the front office.
- When a note is received the explanation is entered into the attendance system, using the codes "S" (sick), "L" (leave), "E" (exclusion). The administration staff enter absences on to the computer system every day. This is used by executive staff and the HSLO to monitor student attendance through print outs of records.
- If a parent wishes to apply for extensive leave for their child, they need to apply to the Principal and supply details about the leave, including dates, reasons, visas etc.
- Parents are able to access information about their child's attendance through the school's parent portal. A PIN, which is available through the front office, is required to use this service. This website is updated daily. There is a form on the school's website that parents can use to apply for a PIN.

Truancy

- Truancy is the unauthorised absence from class or school. It is a serious matter and is treated as such. Each lesson teachers mark their class roll using the Period by Period application of Sentral. Students who are not in class, not marked as absent from school on Sentral and cannot be accounted for in another way (sick bay, early leavers, interview) are considered to be truants.
- Office staff generate a truancy report every day and identify students whose whereabouts cannot be accounted for. This report is given to the Head Teacher Administration. If the Head Teacher Administration determines that the student is a truant, the student will be interviewed and sanctions imposed. These may include: afternoon detention, parent contact, attendance card, parent interview and finally referral to Deputy Principal. A student who truants a whole day will be immediately placed on an attendance card and their parents will be informed. In extreme cases a referral to the HSLO may be completed.

Recognition of Excellent Attendance

- Students who achieve 100% attendance in a term will receive a bronze award and have their name published in the school newsletter. They will also have the opportunity to win a \$50 canteen voucher. The voucher is drawn in a raffle that is held on the last day of each term.
- Students with 100% attendance for the year will also receive a Principal' Award and DEC certificate at Presentation Night.

Communicating with Parents

- Information about student absence/attendance is reported to parents via student reports which are completed twice a year. The attendance information on school reports is drawn from the electronic attendance system which is compiled from information from roll call.
- By accessing the parent portal, parents may also check data relating to their child's attendance.
- Parents may contact the Year Advisor, Head Teacher Administration or Head Teacher Welfare if they have concerns about their child and would like additional information.