

Attendance procedures
Reviewed October 2020

Attendance at Kingswood Park Public School

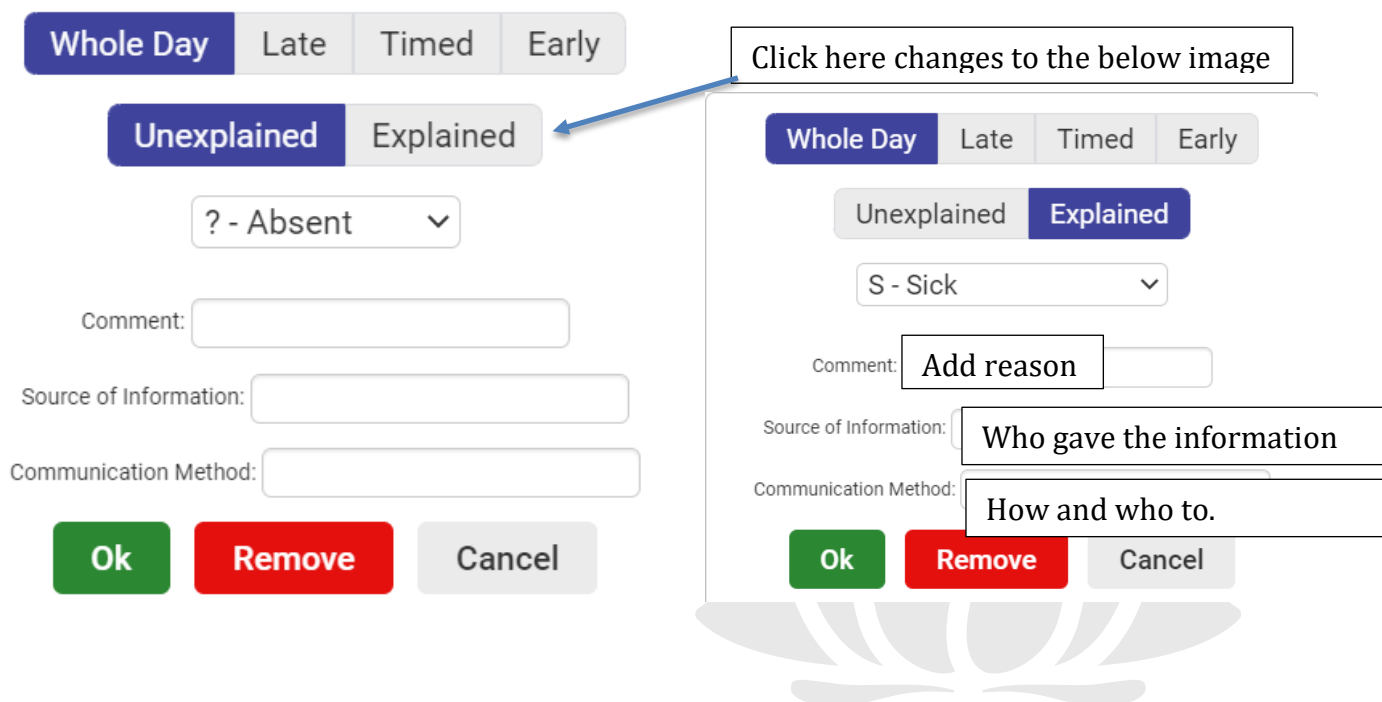
Staff are asked to read the School Attendance Policy

<https://education.nsw.gov.au/policy-library/policies/school-attendance-policy>

Staff are provided Professional Learning on Staff Development Day regarding attendance procedures and this document is included in the staff induction folder.

Procedures at Kingswood Park for all classroom teachers

- Class rolls are marked at 9:05am and submitted through the SENTRAL system.
- If a child arrives after 9:05am they must proceed to the office for a late note which is given to the class teacher.
- If a child is collected early from school the parent/caregiver speaks with the office and a late notification is created on SENTRAL. The child is asked to come to the office to be collected.
- When a note is provided for an unexplained absence- the note is sent immediately to the office. The office staff make corrections on SENTRAL regarding the absence.
- If a verbal explanation is provided the teacher/staff member is to record this on SENTRAL in attendance. If explained within 7 days; justified absence. Detailed information must be entered against the absence including: who provided the explanation and the date/time, who the information was given too.



The image shows two screenshots of the SENTRAL system interface. The left screenshot shows the 'Unexplained' tab selected, with a dropdown menu set to '? - Absent'. The right screenshot shows the 'Explained' tab selected, with a dropdown menu set to 'S - Sick'. A blue arrow points from the 'Explained' tab in the right screenshot back to the 'Unexplained' tab in the left screenshot. A text box above the right screenshot says 'Click here changes to the below image'. Three callout boxes point to specific fields in the right screenshot: 'Add reason' points to the comment field, 'Who gave the information' points to the source of information field, and 'How and who to.' points to the communication method field. Both screenshots have 'Ok', 'Remove', and 'Cancel' buttons at the bottom.

- Children who are absent for 2 or more days in a week and haven't supplied a reason need a phone call. The response of this communication is added to SENTRAL. (data collection) If no contact has been possible still complete a SENTRAL Data collection for the call.
- Aboriginal Education Officer targets families across our school and will record information on SENTRAL when contacting parents.
- Office staff send daily SMS for absent students after 10am
- Office staff send home reminder letters regarding absences each week.
- Class teachers have a plastic folder for late passes. This is sent to the office each Friday for archiving.
- Attendance Supervisor email staff each week of attendance data- highlighting students of concern.

Whole School approach

- 100% of attendance each term presented merit award (class teacher)
- 100% attendance semester presented recognition award (Attendance Supervisor)
- Walking School bus
- Weekly email from Attendance Supervisor to all staff informing attendance data



Attendance Issues Procedures

Percentage:	89-85%	84-80%	80-75%
	Record of conversation/ correspondence on SENTRAL (Tag teacher, AP, attendance supervisor)	Record of conversation/ correspondence on SENTRAL (Tag teacher, AP, attendance supervisor and principal)	Record of conversation/ correspondence on SENTRAL (Tag teacher, AP, attendance supervisor and principal)
Teacher	call home at the end of the week any family that has a child with 2 or more days absent (unexplained) for that week	completes attendance referral given to AP and emailed to Attendance Supervisor Merit Award when bumped into <90%	Merit Award when bumped into 85%
Assistant Principal		Presents attendance referral to leadership team meeting. AP's co-ordinate family phone calls with AEO	AP's co-ordinate family phone calls with AEO call when child has had 5 consecutive days attendance to celebrate.
Aboriginal Education Officer	informal chat with parents to discuss concerns. Offer support and help. Yarn and Sip Check in with child every day Offer Walking Bus	Weekly check in home (with family) Check in with child every day call when child has had 5 consecutive days attendance to celebrate.	Check in with child every day Aboriginal students targeted for daily check in when absent Considerate of time calling home of families
Principal			Meeting organised with Principal to discuss further strategies to support child/family
Attendance Supervisor 2021: Tracy Schwartzkoff	Letter sent home informing parents of the percentage and the need to increase this.- Attendance Letter 1 - noted on Sentral as Letter 1 (parent has 2 weeks to show improvement) Organises/ presents attendance reward Send weekly email-regards students of concern.- students in percentage groups with more unexplained then explained absences.	Letter- School attendance meeting - sent home to arrange meeting- <i>noted on Sentral as Attendance meeting.</i> Meeting with parent to discuss attendance concerns. An action plan is developed from that meeting. (communicated to all) Reward system organised	Letter 2 home- noted on Sentral as Letter 2. HSLO referral - letter recorded on Sentral.
Reward System	5 consecutive Days of attendance = \$2 Caught You Being Good voucher Aboriginal Group Reward eg hot chip party	Positive reward system put in place with child in consultation with parent to encourage attendance. Merit award	

Kingswood Park Public School
Attendance Referral



Student Details:

Name:		D.O.B:	
Class Teacher:		Class:	
Referred By:		Date:	
Address:		Phone:	
Father's Name:		Phone:	
Mother's Name:		Phone:	
Student lives with:	Siblings:	Position in family:	

Language Background:

What language does the child speak at home?	Years living in Australia?
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T1	a		pa		T3	a		pa	
T2	a		pa		T4	a		pa	

Attendance:

Please comment on the student's attendance history/patterns.

Have you discussed this referral with your Supervisor? _____

If this referral is being made by a support teacher, have you also discussed this with the class teacher? _____

Previous Intervention and follow-up:

Please comment on intervention, follow-up and communications to date.

Social skills / Emotional state:

Describe.

Physical state:

Describe. Are there any health problems? Physical / Hearing/ Vision?

Academic Performance:

Comment

Outside Agency Involvement:

Are you aware of any involvement by outside agencies? (E.g. Community Health)

Referring teacher: _____ **Date:** _____

