



FRENCHS FOREST PUBLIC SCHOOL

School Attendance Procedures

Statement of Purpose

Regular attendance at school for every student is essential if students are to achieve their potential, and increase their career and life options.

Implementation

Schools in partnerships 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, record and monitor part and whole day absences. At Frenchs Forest school this will be carried out as follows:

Responsibilities

Parents must ensure:

- Their children who are enrolled at school attend every day the school is open for their instruction.
- They provide an explanation for absences by means such as a School Bytes online notification (preferred), telephone call, written note, or email to the school within 7 days from the first day of any period of absence
- They work in partnership with the school to plan and implement strategies to support regular attendance at school, including communicating with the school if they are aware of issues impacting on their child's attendance or engagement with school

School staff must:

- Provide a caring teaching and learning environment which fosters students' sense of wellbeing and belonging to the school community.
- Promote regular attendance at school through teaching and learning activities that acknowledge the learning and support needs of students.
- Maintain accurate records of student attendance (electronic rolls to be marked at the beginning of each school day)
- If no explanation is received from the parent or carer within 7 days of absence class teacher to contact parent (note, email, phone)
- Alert the principal, or staff member responsible for monitoring attendance, when a student's pattern of attendance is of concern

School principals must ensure:

- The school regularly evaluates and addresses school attendance through the school plan.
- Open communication on issues affecting student attendance is promoted with parents.



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- Effective strategies are in place to contact parents where there is a pattern of attendance causing concern or the parent has failed to provide a satisfactory explanation for an absence.
- School staff are trained to implement school attendance policies and procedures and that personnel with delegated responsibility for maintaining attendance records are supervised.
- All cases of unsatisfactory attendance, including part day absences are investigated promptly and school based factors impacting on attendance are addressed.
- Early identification of students at risk of developing poor school attendance patterns through strategies such as regular roll checks.
- Attendance reports from roll checks are generated at least fortnightly and tabled at Learning Support Team for follow up by appropriate staff members.
- The school's Learning and Support Team in partnership with parents identify and implement strategies that address the learning and support needs of a student with attendance patterns of concern.
- Parents, students and the school community are regularly informed of the importance of school and attendance requirements.
- Communication, collaboration and information sharing occurs with other services and agencies to enhance the effectiveness of interventions with students and families.
- Any other child protection concerns underlying school attendance issues (including educational neglect) are managed consistent with the [Protecting and Supporting Children and Young People Policy and Procedures](#).

Procedures relating to extended leave for travel

- Parents must apply through School Bytes for extended leave for travel for more than 5 days.
- Consideration should be given to attendance rate, child protection concerns and academic concerns.
- For periods over 50 days families should consider accessing the DoE Distance Education Unit.

Related Documents

[The Enrolment of Students in Government Schools: A Summary and Consolidation of Policy \(1997\)](#)

[Memorandum DN/06/00168 Enhanced Enrolment Procedures](#) (intranet only)

[Protecting and Supporting Children and Young People Policy and Procedures](#)