



HUNTERS HILL PUBLIC SCHOOL

SCHOOL ATTENDANCE GUIDELINES

2022

Hunters Hill Public School Attendance Guidelines

Rationale

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. Encouraging regular school attendance is a core school responsibility.

DET Policy Statement / The Law

- Section 22 of the Education Act (1990) states that it is the duty of the parent of a child of compulsory school age to cause the child:
 - a) to be enrolled at, and to attend, a government school or a registered non-government school, or
 - b) be registered for home schooling with the Board of Studies and to receive instruction in accordance with the conditions to which the registration is subject.
- All students who are enrolled at school, regardless of their age, are expected to attend that school whenever instruction is provided.
- Section 24 of the Act requires principals to maintain an attendance register (roll) in a form approved by the Minister. Attendance registers must be made available for inspection during school hours by a Board inspector or by any authorised person.

Aims

- To promote regular student attendance and punctual arrival to school.
- To ensure accurate attendance registers are maintained.
- To act promptly in the follow up of absences.
- To refer individual cases to Home School Liaison Officer (HSLO) if necessary.
- To develop and monitor attendance improvement plans, if required, in consultation with parents /carers/student/ district HSLO.

Responsibilities

Parents/Guardians must ensure:

_their children of compulsory school age are enrolled in a government or registered non-government school, or registered with the Board of Studies for Home Schooling.

- their children who are enrolled at school attend every day the school is open for instruction.
- they provide an explanation for absences to the school within 7 days from the first day of any period of absence through means such as a telephone call, written note, email, or Skoolbag/Sentral. The 7 day timeframe for explaining absences is a requirement of the *Education Act (1990)*.

- they work in partnership with the school to plan and implement strategies to support regular attendance at school. This includes communicating with the school if they are aware of issues impacting on their child's attendance or engagement with school.

Class Teachers 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.
- mark class roll accurately at the beginning of class time. (Please refer to Roll Marking Procedures in Appendix A and Attendance Register Codes in Appendix B).
- ensure students who are late to school or have a partial absence are signed in/out by their parents at the school office.
- after 2 days unexplained absence, phone home, record explanation (Appendix C: Note 3 Verbal Advice of Absence) and amend roll as appropriate. Repeat this process every two days.
- after 4 days if no satisfactory response, refer to your Assistant Principal to follow up.
- after 6 days unexplained absence, report to Assistant Principal/LST representative
- in the case of a student returning to school after an absence, advise the school office of any absence that remains unexplained after six (6) days for forwarding of Note 4 Explanation of Absence not Received (Appendix C) to parents.
- Monitor and report to Assistant Principal/LST representative ongoing periodical absences that may be less than two days and explained eg repeatedly being absent for a day or two each week/fortnight.

Assistant Principals must:

- set attendance and roll procedures as a regular item for team meetings.
- ensure new staff members are inducted in school attendance and roll marking procedures.
- request and conduct official meetings with parents/guardians of students whose attendance is of concern.
- refer problem cases to Principal if no attendance/punctuality improvements as a result of interventions.

Principal/ Deputy Principal must:

- ensure departmental, as well as school policies and procedures related to attendance are being followed by all staff.
- coordinate and supervise regular roll checks and LAMP monitoring to ensure early identification of students at risk of developing poor school attendance.
- ensure all records including details of transfers and exemptions are accessible to the Director Public Schools NSW, attendance officers and other personnel nominated by the Secretary Department of Education or Audit Directorate.
- promote open communication on issues affecting student attendance, including the availability of interpreters and translated materials relating to school attendance.
- plan and implement effective strategies to contact parents where there is a pattern of attendance concerns.
- send letter to parents expressing seriousness of attendance and warning of referral to HSLO.
- refer cases to HSLO if no attendance improvement.
- liaise regularly with HSLO in regards to referred cases.
- help develop, implement and evaluate individual attendance improvements plans with HSLO, AP, Class teacher, student and parents.
- collate and analyse whole school attendance data. Share with staff and send relevant data to district/regional centres when required.
- complete required forms for students requesting exemption from school. Send forms to School Education Director, if required.

Justified Reasons for Student Absences

Absences for reasons such as some of the following may be justified:

- Unavoidable medical or dental appointments (encourage appointments outside of school hours or close to home time)
- Religious holiday
- Urgent family situation (e.g. funeral)
- Sick or infectious disease

Children are not absent if they are:

- Representing the school at approved activities
- Attending alternative programs/schools
- Attending Stewart House
- Temporarily enrolled at another school

Their non-attendance at the school site should be marked as appropriate to the reason as per the attendance register codes (Appendix B).

Unjustified Reasons for Student Absences

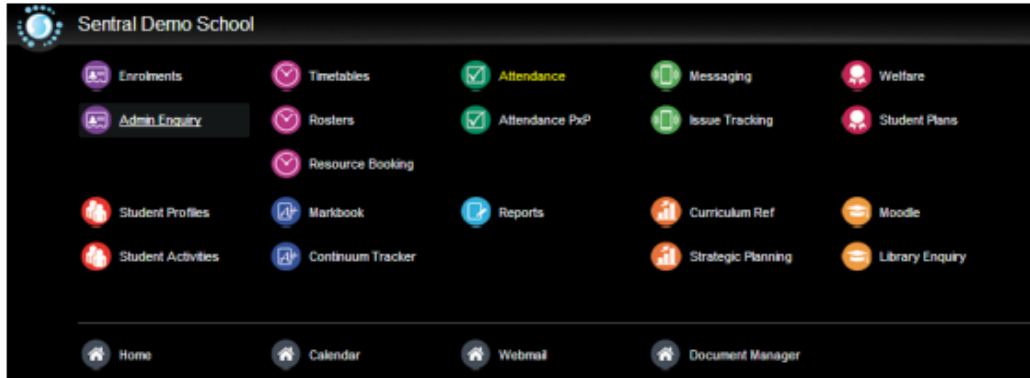
Full day or partial absences for reasons such as, but not limited to, the following are not justified:

- Shopping
- Sleeping in
- Working around the house
- Mind siblings/other children/older relatives
- Minor family events such as birthdays
- Haircuts
- Weather conditions: rainy/windy/hot
- Frequent car problems
- Frequent late train/bus
- Airport/visitors from overseas
- Other member of family is sick
- Hospital visits to relatives/friends
- Head lice

APPENDIX A: ROLL MARKING PROCEDURES

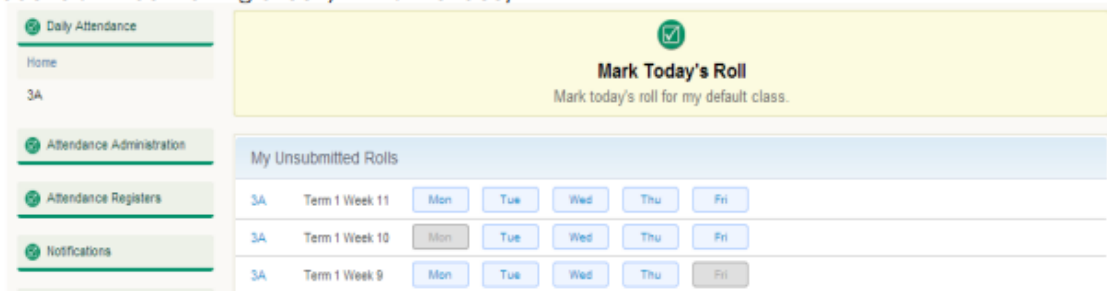
Login to the Staff Sentral.

Once you are logged in to Sentral's dashboard, click on **Student Management** in the left hand menu, and select the **Attendance** icon.



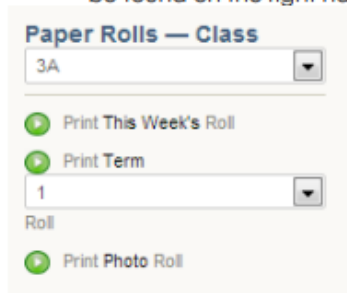
TEACHER VIEW

You are now at the teacher home page of **Attendance**.
(if teachers will be marking directly in this interface)



The initial screen provides links to and information about:

- Marking the day's roll
- Paper rolls where you can print out roll lists without absences for excursions etc. (This can be found on the right hand side menu when in a roll class)



- Teachers default class and settings. To edit your settings, click on the hyperlink 'Edit My Settings' and select options from the drop-down boxes.

My Settings

[Refresh Classes](#) [Edit](#)

Default class: 3A

Student sorting: Year, Last name, First name

Results per page: 20

Show birthdays: No

Show photos in tooltips: Yes

Hide welcome message: No

Use colours on reports: Yes

Slip Authorisation Name: None

Edit My Settings

Default Class: Set the active class for the 'Mark Today's Roll' button, as well as the default class in the quick roll.

Student Sorting: Affects the sorting of your roll marking sheet.

Results Per Page: The default results per page for various actions within WebAttend.

Show Birthdays: Put an icon next to a student on the roll marking screen if it is their birthday today.

Show Photos In Tooltips: Display the students photo when hovering over their name.

Hide welcome message: Hide the information message that is displayed on the home screen when you have no classes assigned to you.

Use colours on reports: Affects whether reports will have background colours. Set this to No if your black and white printer does not support dithering.

Slip Authorisation Name: What name to print on slips. Leave blank to not display authorization and signatures on slips.

[Save](#) [Cancel](#)

If you have multiple classes to mark, you can use the shortcut buttons on the Home screen to access your classes or choose the correct class from the left hand menu.

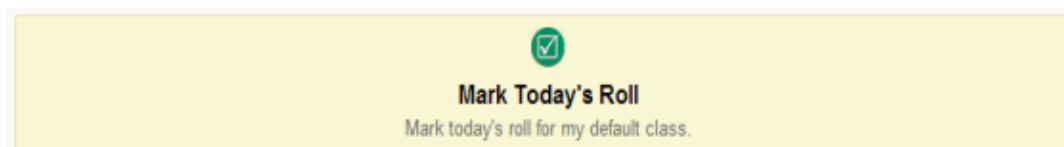
My Unsubmitted Rolls

3A	Term 1 Week 2	Monday
3A	Term 1 Week 1	Monday Tuesday Wednesday Thursday Friday

HOW TO MARK TODAY'S ROLL

By default, students are **deemed to be present** in Sentral Attendance. This speeds up the process of roll marking as **absences only** need to be manually entered.

To mark the current days roll click on the Mark Today's Roll button. This will take you to today's roll, as configured in your **My Settings** options above.



The main roll marking area shows a view of the week's roll calls. Teachers can navigate to other weeks by clicking on the arrows at the top of the page.

Daily Roll SA			Mon 04	Tue 05	Wed 06	Thu 07	Fri 08
Class SA							
AMELL	Rebecca	3	-	-	-	-	-
BOYCE	Stella	3	-	-	-	-	-
CAMPBELL	Brooke	3	-	-	-	-	-
CLEBURNE	Alexis	3	-	-	-	-	-
CROWLEY	Zachary	3	-	-	-	-	-
DUSCAR	Jett	3	-	-	-	-	-
EAST	Abby	3	-	-	-	-	-
HARRIS	Stephane	3	-	-	-	-	-
KOOP	Lauren	3	-	-	-	-	-
MACROBY	Ethan	3	-	-	-	-	-
MAIS	Taylah	3	-	-	-	-	-
MANBEK	Jackson	3	-	-	-	-	-
DEB	Lucas	3	-	-	-	-	-
NARAYANA	Anne	3	-	-	-	-	-
NURAN	Lincoln	3	-	-	-	-	-
PELESKY	Kara	3	-	-	-	-	-
PELPEL	Jonathan	3	-	-	-	-	-
PLORIAN	Lilak	3	-	-	-	-	-
SCARP	Lola	3	-	-	-	-	-
SHERS	Laure	3	-	-	-	-	-
TROOP	Taj	3	-	-	-	-	-
WOOLEY	Kerry	3	-	-	-	-	-
Tally			Save	Save	Save	Save	Save
Present (All Day / Partial)		22	22	22	22	22	22
Whole Day Absences (Unexplained)		0	0	0	0	0	0
Whole Day Absences (Explained)		0	0	0	0	0	0
Whole Day Absences (Not Counted)		0	0	0	0	0	0
Total		22	22	22	22	22	22

To mark a student absent for a day click on the dot aligned to their name.

A dialog box appears- allowing staff to choose whether whole or partial and what type of absence it is.

TIP: To add a student quickly as a whole day absence (W) just **double click** the dot next to their name.

If you make a mistake, click on the absence again and choose the **remove** button.

HOW TO PROCESS A LATE ARRIVAL / EARLY LEAVER / TIMED ABSENCE

For Schools where Late or Leave Early Processed Through Office:

You will not be required to take any action when students arrive late or leave early, as the **Office Administration** staff will be responsible for this action.

Students will be required to check-in/out at the office, and will receive a receipt slip confirming that they have reported to the Office as required.

For Schools where Late or Leave Early are Processed by Classroom Teacher:

The image shows three sequential screenshots of a web-based absence entry form. Each form has tabs for 'Whole Day', 'Late', 'Timed', and 'Early'.
1. The first form has the 'Timed' tab selected. It includes buttons for 'Unexplained' and 'Explained', a dropdown menu set to 'Declared', and time pickers for 'From: 9:00 AM' and 'To: 3:30 PM'.
2. The second form has the 'Late' tab selected. It includes buttons for 'Unexplained' and 'Explained', a dropdown menu set to 'Declared', and time pickers for 'To: 11:13 AM'.
3. The third form has the 'Early' tab selected. It includes buttons for 'Unexplained' and 'Explained', a dropdown menu set to 'Sick', and time pickers for 'From: 11:14 AM'.
Each form also has a 'Comment:' text box and 'Ok', 'Remove', and 'Cancel' buttons at the bottom.

Multiple Partial Absences in One Day

You can have **multiple partial absences**. Double click on the absence, select the tab for 'Partial Absence', click on the 'New Partial' radio button and add the times and comment etc.

This screenshot shows the absence entry form with a 'Current Partials' sidebar on the right. The 'Timed' tab is selected. The sidebar contains two radio buttons: '9:00 AM-11:15 AM' (unselected) and 'New Partial' (selected). The main form fields are the same as in the previous screenshots.

HOW TO SUBMIT YOUR ROLL

When all students have been marked for absences then **click on the submit button** at the bottom of the day's column to submit the roll officially as being marked.



Important: The submit button will NOT appear for days that are in the future. This means that staff CANNOT submit a roll prior to the actual day.

Teachers can mark absences ahead of time e.g. extended family/sick leave but cannot submit a roll ahead of time.

When you have submitted the roll your tally will show a list of the days explained and unexplained absences, as well as the total number of students present.

Tally	Submit Roll
Present (All Day / Partially)	22
Whole Day Absences (Unexplained)	0
Whole Day Absences (Explained)	0
Whole Day Absences (Not Counted)	0
Total	22

MODIFYING ROLLS AFTER THEY HAVE BEEN SUBMITTED

Once a roll is submitted the icon at the top of the column changes from a red cross to a green tick and a padlock, showing that the roll has been submitted and that it is locked to prevent accidental changes.

To unlock and edit a roll once submitted, for example- to change an unexplained absence to an explained absence, click on the padlocked image, and it will turn into a pencil image meaning the sheet is open for editing.



While it is "unlocked" changes to that day's roll can be made as normal. When finished, click on the lock icon again to protect the roll.

NOTE: while in this mode ALL changes, including user name, time and date, are automatically logged in the system.

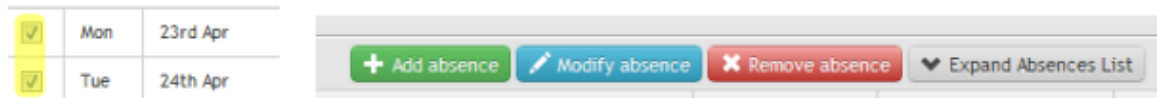
To confirm correct attendance the roll still needs to be opened and 'submitted'. The submit button does not appear for days into the future. However, it is possible to mark absences ahead of time.

How to Modify Absences in Bulk for Individual Student Attendance

In your roll marking screen, click on a student name or use the **Search Attendance** field in the top right to go to the Student Attendance record.

Attendance Overview																Not Entered Absence	Print History	Compare
Term 1				Term 2				Term 3				Term 4						
W	T	W	F	W	T	W	F	W	T	W	F	W	T	W	F			
W1																Term 1:	92.1 %	
W2																Term 2:	—	
W3																Term 3:	—	
W4																Term 4:	—	
W5																Overall:	92.2 %	
W6																		
W7																		
W8																		
W9																		
W10																		
W11																		

Scroll through the term view to find the absence dates you wish to modify, then using the checkboxes, you can highlight the days you wish to modify, and then use the **Mass Actions** links to **Add, Modify or Remove Absences** for these dates.



To perform a Mass Action on the Attendance History record by using checkboxes, check the days you wish to Add, Modify or Remove absence data for, and use the options in the Mass Actions link.

EXTENDED ABSENCES

To add an extended absence, click on the student's surname.

Class 2C

BARKMAN	Vasilvika	F
CHUMUNCY	Taj	M
CHI JI-Y	Anthony	F
COWIE	Katie	F
DEACON	Zara	F

A student information screen appears showing a photo, the absence history and extended absence dialog box in the top right hand corner of the screen

Click the green '**Add extended absence**' button in the top right hand corner and enter the details in pertaining to the extended absence and **Save**.

Add Extended Absence

Adding an extended absence is a simple way to fill in a student's absences sheet if they are or are going to be absent for more than a few days.

Start Date:

End Date:

Override Current Absences: Yes No

Frequency:

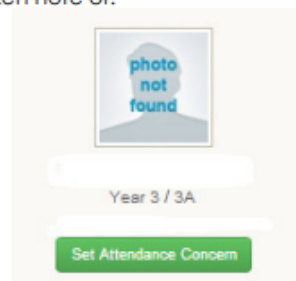
Length: Whole Day Late Timed Early

Type: Unexplained Explained

Reason:

Flag Attendance Concern

To assist with tracking students who are becoming an Attendance Concern, you can use the **Flag Attendance Concern** button to highlight that student on your Daily Roll screen, so that at a glance, you're aware that student is to be taken note of.



APPENDIX B: ATTENDANCE REGISTER CODES

Attendance Register Codes Symbols to be used for explanation of student absence	
Symbol	Meaning
A	The student's absence is unexplained or unjustified. This symbol must be used if no explanation has been provided by parents within seven days of the occurrence of an absence or the explanation is not accepted by the principal It is at the principal's discretion to accept or not accept the explanation provided.
S	The student's absence is due to sickness or as the result of a medical or paramedical appointment. In these cases: <ul style="list-style-type: none"> - a medical certificate is provided or - the absence was due to sickness and the principal accepts this explanation. Principals may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory attendance.
L	An explanation of the absence is provided which has been accepted by the principal. This may be due to: <ul style="list-style-type: none"> - misadventure or unforeseen event - participation in special events not related to the school - domestic necessity such as serious illness of an immediate family member - attendance at funerals - travel in Australia and overseas - recognised religious festivals or ceremonial occasions.
E	The student was suspended from school

Attendance Register Codes Symbols to be used to record a variation in attendance (not counted as an absence for statistical purposes)	
Symbol	Meaning
M	The student was exempted from attending school and a Certificate of Exemption has been issued by a delegated officer.
F	The student is participating in a flexible timetable and not present because they are not required to be at school. This could include participation in: <ul style="list-style-type: none"> - HSC Pathways Program - Best Start Assessments - Trial or HSC examinations - VET courses
B	The student is absent from the school on official school business. This symbol is recorded where the principal approves the student leaving the school site to undertake, for example: <ul style="list-style-type: none"> - work experience - school sport (regional and state carnivals) - school excursions - student exchange
H¹	The student is enrolled in a school and is required or approved to be attending an alternative educational setting on a sessional or full time basis. The symbol is recorded where a student accesses education settings separate to their mainstream school such as: <ul style="list-style-type: none"> - tutorial centre and programs - behaviour schools - juvenile justice - hospital schools - distance education

¹ Note: In most cases this code will only be used by Department of Education and Communities schools, with the exception of students from non-government schools attending hospital schools.

In addition to recording the reason for an absence or the reason for a variation in attendance, the duration of the absence or variation must be recorded.

Manual Attendance Registers

Department of Education and Communities schools that maintain manual attendance registers and do not use electronic means for maintaining student attendance must use the following symbols with the appropriate attendance register code for recording the reason for absence or a variation in attendance:

- a** - The student was absent on that day.
- Pa** - The student was late or was absent for part of a day. The time of arrival or departure must be recorded.

Note: The symbol X is to be used for the first and last day that the student attended for each term.

Electronic Attendance Registers²

For Department of Education and Communities schools using electronic means for maintaining student attendance (OASIS, ebs4 or compliant third party systems), when recording a partial absence, the precise time of arrival and/or departure must be documented.

When information is transferred to OASIS from other compliant electronic systems, or from manual attendance registers, whole day absence (a) will be shown as W and partial absence (Pa) will be shown as P.

² Note: This only applies to Department of Education and Communities Schools.

APPENDIX C: ABSENTEE NOTES



Hunters Hill Public School



Address: 17 Alexandra Street Hunters Hill 2110

Phone: 9816 4404

Website: <https://huntershil-p.schools.nsw.gov.au>

Email: huntershil-p.school@det.nsw.edu.au

ABSENTEE NOTE 1 – ONE DAY ABSENCE

Note 1 should be completed in English by parents or carers to inform the school when a child is absent for one whole day.

Name of student _____ Class _____

Date of absence _____

Reason for absence

The reason for the absence must be shown below. (Please tick the appropriate box and provide details).

Sickness (please give details, eg flu)

Family reasons (please give details, eg attendance at a funeral)

Other (please give details, eg attendance at a religious ceremony)

Name of parent or carer _____

Signature of parent or carer _____

Date _____



Address: 17 Alexandra Street Hunters Hill 2110 Phone: 981 6 4404

Website: <https://huntershil-p.schools.nsw.gov.au> Email: huntershil-p.school@det.nsw.edu.au

ABSENTEE NOTE 2 – MORE THAN ONE DAY ABSENCE

Note 2 should be completed in English by parents or carers to inform the school when a child is absent for one whole day.

Name of student _____ Class _____

First date of absence _____ Last date of absence _____

Reason for absence

The reason for the absence must be shown below. (Please tick the appropriate box and provide details).

Sickness (please give details, eg flu)

Family reasons (please give details, eg attendance at a funeral)

Other (please give details, eg attendance at a religious ceremony)

Name of parent or carer _____

Signature of parent or carer

Date _____



ABSENTEE NOTE 3 – VERBAL ADVICE OF ABSENCE

Note 3 should be completed by school staff in the event of following up unexplained student absence by phone.

Name of advisor _____

Relationship to child _____

Name of student _____ Class _____

Absence dates _____

Reason for absence

The reason for the absence must be shown below. (Please tick the appropriate box and provide details).

Sickness (please give details, eg flu)

Family reasons (please give details, eg attendance at a funeral)

Other (please give details, eg attendance at a religious ceremony)

Name of staff member _____

Signature of staff member _____

Date _____



ABSENTEE NOTE 4 – EXPLANATION OF ABSENCE NOT RECEIVED

Note 4 should be completed in English by parents or carers to explain an as yet unexplained absence.

Part A: To be completed by school.

Name of student _____ Class _____

Absence date/s _____

Regular attendance at school is important for students to reach their potential. The school is required to record the reason for any absences as a way of ensuring that students are absent from school only when they are sick or have another good reason for missing school.

Your child has been absent from school on the date/s shown above and no explanation has been received. Please assist us by completing and returning this note to school as soon as possible.

Part B: To be completed by parent or carer.

Reason for absence

The reason for the absence must be shown below. (Please tick the appropriate box and provide details).

Sickness (please give details, eg flu)

Family reasons (please give details, eg attendance at a funeral)

Other (please give details, eg attendance at a religious ceremony)

Name of parent or carer _____

Signature of parent or carer _____

Date _____

APPENDIX D: PARENT INFORMATION



Student Absences

- Notify the school on the day if your child is absent.
 - by email (huntershil.p-school@det.nsw.edu.au)
 - via Skoolbag/Sentral
 - via telephone, and send a note with your child on the day that they return to school.
- Notify the school if your child will be absent for more than two days.
- If you receive a note from the school seeking explanation of an absence, return it to school the following day.
- You have seven (7) days to provide an explanation of a student absence, or the absence will be recorded as unjustified and unexplained.
- Any planned absence of ten days or more must be applied for in advance and approved by the principal.

APPENDIX E: HOME SCHOOL LIAISON DOCUMENTS

GUIDELINES FOR SUPPORTING STUDENT ATTENDANCE - Appendices School Attendance Policy PD/2005/0259/VO5



Education &
Communities

Public Schools NSW

Appendix D

Application for Home School Liaison Program Support

- Please forward completed applications to the local manager of the Home School Liaison Program
- Incomplete applications cannot be accepted
- Home school liaison officer or Aboriginal student liaison officer intervention can only proceed when a range of school based interventions have been implemented and this application has been signed by the student welfare consultant
- Please attach the copy of *Example Letter 1* sent to the parents
- The form must be **signed** by the principal or relieving principal.

SCHOOL: _____ (Insert school name)

Section A: Student Details

Surname: _____ Given names: _____

Date of Birth: ____/____/____ Sex: Male Female

Year / Class: _____ ERN: _____

Background: Aboriginal / TSI Language Background Other Than English Other

Language spoken at Home: _____

Address: _____

Postcode: _____

Name of parent: _____

Phone: (H): _____ (W): _____ (M): _____

Section B: Record of Student's Absences for Previous 20 School Weeks

Type of absence	Sick	Leave	Unexplained	Exemption	Suspension
Whole Day					
Part Day					

Please attach a photocopy of the roll indicating student's attendance for previous twenty school weeks

