1. Introduction
Rationale:
At Woodenbong Central School we recognise the direct relationship between attendance and student attendance. Regular attendance is essential for students to maximise their learning potential.

Responsibilities
Schools, in partnership with parents are responsible for promoting the regular attendance of students. Parents are legally responsible for the regular attendance of the children. School staff, as part of their duty of care, monitor part or whole day absences.

Parents are responsible for:

School staff are responsible for supporting regular attendance of students by;

The principal is responsible for ensuring:

Revised and implemented June 2010
Due to be revised June 2011
School Attendance Action Plan that includes attendance targets, strategies, resources and timelines

- school staff are trained to implement school attendance policies and procedures and that personnel with delegated responsibility for maintaining attendance records are supervised
- parents and students are regularly informed of attendance requirements
- all cases of unsatisfactory attendance and part or full day absences from school are investigated promptly and that appropriate intervention strategies are implemented.

**School Attendance Record Requirements**

School attendance records must include:

- a Register of Admission to be retained permanently
- notes and records of verbal explanations for absences from parents. This advice is to be retained for two years from the date of receipt
- an Attendance Register (roll) to be retained for **three years**. In a case where a student has an accident necessitating an accident report, all attendance records should be retained until the year the **student reaches the age of 24 years**.
- in secondary schools, a record of the attendance at each lesson, to be retained until the end of the school year
- the student’s record card detailing the number of absences each year to be retained for **seven years** after the student has left. In the case of a student who has had an accident necessitating an accident report, the record card should be retained until the student **reaches the age of 24 years**.

2. Roll Marking and Organisation

Woodenbong Central School utilises OASIS as an attendance record. Paper rolls are used to mark the roll these are transferred into OASIS by the front office staff. Roll as are maintained for everyday the school is open including school sport days, carnivals and excursions. A special circumstance registered will be maintained on:

- days on which there is part or full industrial action involving teachers.
- Approved school development days
- Days on which the school is inaccessible due to natural occurrences such as fire or flood. In such circumstances the principal will consult with the SED on deciding if the school is inaccessible.


Roll call is held every day at 8:55am. All students K-12 are placed into roll call groups based on year level.

In primary the roll call is in classrooms immediately after the morning assembly
In secondary roll call is held in classrooms Tuesday, Wednesday and Thursday and is held on assembly on Monday and Friday. Rolls are used to by roll teachers to record a student’s absence. The procedure is as follows:

- All students who are not physically present during roll call are marked absent by the teacher.
- The teachers places an “a” in the correct box to indicate that the student is absent.
- The teacher initials the bottom of the roll to indicate that they are correct.
- A teacher will use black pen on the roll, will not add or delete students, will not use white out
- The roll is to be returned to the front office at the end of roll call.

In secondary school attendance is recorded for each period or lesson. In primary attendance is recorded in classes regularly conducted in locations other than the home classroom, after breaks or when there is a change of teacher. Teachers can use their daybook for this purpose.

**Excursions**

As per the Excursion Policy:

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Due to be revised June 2011
Students on excursions or other forms of approved leave are entered onto the system by the front office. This records the student as present. A list if students attending the excursion prior to the excursion. The list of students attending the excursion will appear on the absentee sheet. If a student does not attend a planned excursion: the teacher in charge of the excursion communicates this information to the front office for records to be adjusted.

Partial Attendance – Late Arrivals, Early Leavers
A student is late to school if they arrive after 8:55am. Students who arrive late must report to the front office who will:
- Record the time the student arrived at school
- Provide the student with a note which states the time they arrived at school
- Record on the roll a partial attendance for that student.

No teacher is empowered to allow a student to leave school premises other than the normal dismissal times. Only the Principal, Deputy Principal or Assistant Principals may give permission for a student to leave school grounds. Normally this will be done after parental contact. Before leaving school grounds students are to sign out at the front office. Students are not to leave the school before the agreed time.

Students who are suspended
When a student is suspended from school the DP (high school) or AP (primary) will inform the front office of the suspension and the length of the suspension. The front office will enter an “E” into the roll for the period of the suspension. If the suspension is resolved and the student resumes school prior to the initial end date of the suspension the DP or AP will inform the front office who will adjust the roll.

3. Processes and Procedures

Daily Absentee Sheet
A daily absentee sheet, list all of the student absent, is generated by the front office from the rolls. The daily absentee sheet is distributed to teacher pigeon holes. This is normally done by recess time. Teachers are expected to check for variations. A variation is when:
- A student is present in the classroom but marked absent on the daily absentee sheet; or
- A student is absent in the classroom but is not on the daily absentee sheet.
All variations are noted on the daily absentee sheet. The daily absentee sheet is returned to the front office. The front office will pass on the names of fractional truants to the Deputy Principal, in the case of secondary students, or an Assistant Principal, in the case of primary students, for follow up under WCS’s Welfare and Discipline policy.

Students sick or injured at school
If a student becomes sick at school they need to approach their class teacher who will provide them with a note allowing them to report to the front office. If a student needs to go home the front office will contact parents and make the appropriate decision about the student going home. Normally the parent will arrange for the student to be picked up at the front office.

When a student is injured at school the front office is contacted, the first aid officer will make an assessment as to the need for an ambulance. The front office will contact parents to make the appropriate decision about the student going home or to hospital via ambulance. Normally, if the student is to go home, the parent will arrange for the student to be picked up at the front office.

Permitted late starters and early leavers.
Some senior students may have periods at school when they do not have any scheduled face-face classes. If the study period occurs at the start of the day (ie period 1) the students are permitted to arrive at school late. If the study period/s is at the last or last 2 periods the student are permitted to
leave the school at the conclusion of their last class. Students who live close to the school may sign out and sign back in if the student period is in the middle of the day.

It is expected that a student bring a note from home giving the student permission to do this.

When leaving or re-entering the school a student must report to the front office to sign in or out.

**Fractional Truancy**

Fractional truancy is when a student is absent from class and whose absence cannot be accounted for in another way (eg sick bay, on absentee sheet, early leaver, with another teacher). Fractional truancy is to be recorded on the absentee sheet and reported to DP (high school) and AP (primary) for follow up under the School Welfare and Discipline Policy.

**Notes for Absences**

Students who have been absent from school are expected to bring a letter from parents to explain their absence on return to school. On receipt of a note explaining the absence the front office will either adjust the roll with “S” for sick, “L” for leave or the absence will remain as unexplained.

The Principal can grant leave from school for up to 50 days in a school year. Leave may be granted for:

- Misadventure or unseen events
- Participation in special events not related to the school
- Domestic necessities such as serious illness not related to the school
- Attendance at funerals
- Recognised religious festivals or ceremonial occasions.

Longer periods of leave may be granted by either the School Education Director (up to 100 days in a 12 month period) or the Regional Education Director (more than 100 days in a 12 month period). For extended planned absences leave will not be granted retrospectively, by the school.

The principal may decline to accept as satisfactory an explanation for an absence. In such a case the parent will be advised that the explanation has not been accepted and a reason provided. For prolonged or frequent sickness the Principal may request a medical certificate. Medical certificates are not sacrosanct documents. A principal can request the parents’ consent to contact the doctor.

**Process for unexplained absences:**

After a student returns to school without a note explaining the absence:

1. In the first instance the roll teacher should try to obtain a note for the absence
2. If no note is received within 3 days the roll teacher will use RISC to send a letter to the parent requesting an explanation for the absence.

Roll teacher will monitor rolls. If a student has been away from school for a period of time the roll teacher should make contact with home via phone. The outcome of this phone call can be recorded on the Woodenbong Central School register of phone contact.

**Attendance causing concern**

The school will regularly monitor a student’s overall attendance for a semester (at least twice per Term). For students with an unexplained attendance rate below 85%:

- The DP (in case of a secondary student) and the AP (in the case of a primary student) will make contact with home to identify and address issues that may have led to the student’s absence from school. This contact may be by phone, letter, ACLO and/or AEO.
- The students attendance will be closely monitored
- If attendance does not improve the school will seek HISLO support and other Regional Support. The aim of this process is ensure all students regularly attend school.

Revised and implemented June 2010

Due to be revised June 2011
Appendix 1 RISC Letter Number 25: Unexplained absences

Reference No: {ContactNumber}
{TodaysDate}
{3ParentContact}
{6StAddress}
{7Town/Suburb} {8PostCode}

Re: Unexplained Absence {1StudPrefName} {2StudSurname} Year {5Grade}

Dear {3ParentContact}

Our records indicate that {1StudPrefName} {2StudSurname} has unexplained absences from Woodenbong Central School. If the absence is due to a work placement or a special program please let the front office know so we can correct our records. The absences shown below are for whole days.

There may be valid reasons for {1StudPrefName} to be absent from school, however the school has not be told. Please write the reason on the space provided and return the letter to Woodenbong Central School.

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<tr>
<th>Date of Absence</th>
<th>Reason for Absence</th>
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{Teacher}
Roll Teacher

Parent Signature
Date
Appendix 2: Woodenbong Central School Register of phone contact regarding student absence
Year: K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

Roll Teacher: _____________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Student Name</th>
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Return to front Office
Appendix 3: Flow Chart for Attendance Causing Concern

1. Is attendance below 85%

   - Monitor

2. Explained

   - Improved
   - DP AP to make contact with home set up meeting to identify and address issues.

   - Monitor

3. Improved

   - Contact HISLO

4. LST