

WAGGA WAGGA PUBLIC SCHOOL

ATTENDANCE



SCHOOL ATTENDANCE POLICY

RATIONALE: Children between the ages of 6 and 15 are bound by law to attend school regularly.

Wagga Wagga Public School will follow the School Attendance Policy and Procedures document as detailed by the Department of School Education in 1991. This is in Accordance with the Education Reform Act of 1990.

Class Roll marking procedures will be those listed at the commencement of the class roll.

CLASS ROLL

School Attendance Policy

1. The Class Roll must always be marked accurately so as to record daily attendances as required by the Education Reform Act 1990.
2. Teachers should be conversant with the School's and Department's attendance policy in relation to the Class Roll.
3. It should be made clear to parents or care-providers of a student that it is their duty to ensure that the student attends the school on each day that instruction is provided.
4. All recording of attendance will be by the '**exception method**' that is -
 - (i) By placing a lower case 'a' in the day's column against the name of the absent student at the time when the declaration of student attendance is made.
 - (ii) Subsequently, when the declaration regarding the nature of leave is made, either **A, S, L** or **E** is written above the 'a', for example-

A	S	L	E
a	a	a	a

5. The following entries should be made -

i	Absence declared (see 4.1)	a
ii	Absence owing to sickness	S
iii	Absence with leave - reason approved by the Principal	L
iv	Absence unexplained after 7 days or unjustified	A
v	Absence for part of a day (see 6)	P
vi	First and last day of attendance each term (see 9)	X
vii	Absence due to suspension	E
viii	Public holidays are indicated by a vertical broken line in the column for that day.	

6. Absences on an occasion (ie. part of a day) or unjustified lateness or fractional truancy is shown by placing 'P' next to 'a' in the day's column against the name of the student when the absence is determined. A record of the date and duration of partial absences must be maintained. When the reason for the part absence is determined, either **A, S, L or E is to be placed above the 'a', for example -**

A	S	L	E
Pa	Pa	Pa	Pa

Absences on an occasion (Pa) are not to be included in tallies and Absence Returns.

7. No marks other than A, S, L, E or P are to be used to note absences.
8. A red line is to be ruled through the spaces where attendance would not apply (ie prior to enrolment or after leaving, with an arrowhead on the line ending immediately before the first attendance, and another arrowhead in the reverse direction ending immediately after the last attendance, except at the beginning and end of each term.
9. The first and last day of attendance each term should be marked with an 'X'.
10. All entries in the Class Roll must be in black pen. No eraser, pencil or correcting fluid is to be used. Mistakes should be corrected by ruling a line through the mistake and placing the correct entry above or in the appropriate space.
11. The teacher marking the Class Roll must place his/her initials in the designated square at the base of the day's column.
12. The number of absences for each term are to be completed at the end of each term.
13. The name of the month and date must be entered in the space provided. Numbering of weeks is optional.
14. In the column headed 'Special Notes' comments such as 'goes home for lunch', 'speech therapy Tuesdays' or 'medical history - no exertion' may be made. Confidential notations should not be inserted.

Example of Correct Procedure -

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
Jones, Ken							
Smith, Tim							

Ken Jones enrolled on Tuesday of Week 1 and was absent, unexplained on Friday of Week 4. There were no further absences until he left after attending on Tuesday of Week 6. Tim Smith enrolled on Wednesday of Week 2, was absent, sick on Monday of Week 3, was absent (attending a religious ceremony) on Monday of Week 4, was absent on the afternoon of Friday, Week 5 and left after attending on Wednesday of Week 8. *Note: Monday of Week 1, Friday of Week 6, Monday and Tuesday of Week 7 were holidays.*

Details of Partial Absences ie. Times and Dates are to be recorded in the “Details of Absences on Occasions” which follows the Term 4 section of this roll.

Record of Attendance

One of three methods may be used to keep a record of attendance. This then becomes the Attendance Register.

- 1. The actual Class Roll book, marked by the teacher in the classroom each day.
- OR
- 1. The teacher will enter names of the absentees on a form with the information being transcribed to a centrally located Attendance Register.
- OR
- 1. Absence recording within OASIS

Care of Rolls

- 1. Class Rolls should be kept in a secure and accessible location.
- 1. At the end of each school year Principals will ensure that the Class Rolls are preserved as a complete record of the school’s attendances for that year.
- 1. Class Rolls must be retained for a period of 3 years.
- 1. Particulars (notes/notices received from parents or care-providers) must be retained for a period of 1 year from the date received.

School Attendance Procedures

1. At Wagga Wagga Public School attendance is seen as an important component of the school's Student Welfare Policy and all the staff encourage regular school attendance.
2. Teachers will monitor rolls regularly to identify and assist students with unsatisfactory attendance.
3. Detection of students with poor attendance is followed up with early contact with parents. As part of follow up procedures a copy of *School Attendance: Why your child should go to school* will be sent home to parents. School based support such as use of the school counsellor, welfare team, AEA etc. will be used with strategies also employed such as Peer support, peer mediation, Buddy system etc.
4. Continued poor attendance will result in the Principal contacting the Home School Liaison Officer for possible further action.
5. If a teacher receives verbal explanations of absence from the parent or caregiver, a record of these will be kept in the Notes section of the Class Roll or if the school office is rung with a verbal explanation this is recorded in a register kept in the office.
6. Late arrivals, early leavers are to call to the office and have their partial absence recorded in a register. Late arrivals will be issued with a leave pass to give to their class teacher.