



## **Jiggi Public School Attendance Process**

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

The Department of Education have set a target of student attendance **exceeding 90%**.

Our in school process is compliant with the [School Attendance Policy](#) & *Student Attendance in Government Schools – Procedures*.

Within these documents there are responsibilities for parents and principals which include, but are not exclusive to the following;

### **Parents must ensure:**

- Their children who are enrolled at school attend every day the school is open for instruction
- They provide an explanation for absences by means such as a telephone call, written note, text message 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

### **Principals are responsible for:**

- The school regularly evaluates and addresses school attendance through the school plan.
- Open communication on issues affecting student attendance is promoted with parents.
- 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.
- All cases of unsatisfactory attendance, including part day absences are investigated promptly and school based factors impacting on attendance are addressed.
- Where frequent absences are explained as being due to illness consultation with parents must occur regarding the health care needs of the child.
- Principals can request the parents to provide a medical certificate if they have concerns with the explanation provided, or where there is a history of poor attendance.

## Acceptable reasons for student non-attendance

The Department of Education stipulates acceptable reasons not to attend as illness or injury, medical appointments, attend recognised religious holidays and exceptional and urgent family matters (ie attending a funeral).

If an unacceptable reason is provided the attendance will be marked as *Explained-Unjustified*.

If no reason is provided the absence will be marked as *unexplained*.

## Management Process of student non-attendance

### Daily Action for non-attendance

Student non-attendance is followed up each day via Sentral Messaging. If a student is absent without notice a Sentral SMS message is sent to parents/carers to provide a reason.

### Twice-a-term Check In

In Week 1 & 6 of each term student data is harvested to manage student attendance.

### Action when required

Above 90% attendance	No action required
85-89% attendance	Notice sent to parents to make them aware of students' attendance rate and benefits of regular school attendance.
75-84% attendance	Formal meeting requested to discuss student attendance and work in partnership with the school to plan and implement strategies to support regular attendance
<75% attendance	Action through HSLO including note to parents from Appendixes of <i>Student Attendance in Government Schools – Procedures and attached below</i> .

## **85-89% Letter to parents**

On school letterhead

Correspondence Name  
Correspondence Address

Student SRN:

Dear Correspondence Name

I refer to the attendance of Student Name at school.

At a recent reflection on student attendance data Student first Name was identified as having an attendance rate of ##% which is below the Department of Education target of a minimum of 90% attendance.

Regular attendance at school is essential if Student First Name is to achieve his/her educational best, and increase his/her career and life options. I would like to remind you that the *Education Act (1990)* requires parents to ensure that children of compulsory school age attend school each day it is open for instruction.

We would like to see your child's attendance increase to above 90%. Please contact us if we can support in any way.

If your child's attendance drops below 85% we will request a formal meeting to develop strategies to support their attendance at school. If their attendance drops below 75% we are required to contact the Home School Liaison Officer (HSLO) and develop a formal plan to support school attendance.

Please find attached copy of your child's attendance chart.

Attach Sentral Attendance Chart

Principal Name

Principal

School Name

<Insert date>

## 75-84% attendance

### On school letterhead

Correspondence Name  
Correspondence Address

Student SRN:

Dear Correspondence Name

I refer to the attendance of Student Name at school.

At a recent reflection on student attendance data Student first Name was identified as having an attendance rate of ##% which is below the Department of Education target of a minimum of 90% attendance.

Regular attendance at school is essential if Student First Name is to achieve his/her educational best, and increase his/her career and life options. I would like to remind you that the *Education Act (1990)* requires parents to ensure that children of compulsory school age attend school each day it is open for instruction.

If applicable On enter date we sent a letter home to highlight Students first name attendance dropping below 90% but there has been a decline in their attendance since then.

We would like to request a formal meeting on enter time and date of meeting to work collaboratively to develop strategies to support Students First Name attendance at school.

Please find attached copy of your child's attendance chart.

Attach Sentral Attendance Chart

Yours sincerely

Principal Name

Principal

School Name

<Insert date>

## <75% attendance

### On school letterhead

Correspondence Name  
Correspondence Address

Student SRN:

Dear Correspondence Name

I refer to the attendance of Student Name at school.

At a recent school Learning and Support Team meeting Student First Name's pattern of attendance was reviewed and despite the school implementing a number of strategies Student First Name's lack of attendance remains a concern.

Regular attendance at school is essential if Student First Name is to achieve his/her educational best, and increase his/her career and life options. School staff remain committed to working in partnership with you to address the issues which are preventing Student First Name's from full participation at school.

As a result of Student First Name's unsatisfactory attendance I am required to make an Application to the Home School Liaison Program local manager for consideration of further action. An attendance officer may be allocated to work with you and the school to develop an Attendance Improvement Plan.

I would like to remind you that The *Education Act (1990)* requires parents to ensure that children of compulsory school age attend school each day it is open for instruction. If you do not meaningfully engage in the Attendance Improvement Plan, or there is no improvement in Student First Name's attendance during this time, the Department of Education and Communities may consider further action such as an application to the Children's Court for Compulsory Schooling Orders.

It is important that we work together to improve Student First Name's attendance at school.

Yours sincerely

Principal Name

Principal

School Name

<Insert date>