**JUGIONG PUBLIC SCHOOL**

**Policy for School Attendance**

**This policy sets out the requirements for the attendance of students in NSW government schools.**

Regular attendance at school is essential if students are to maximise their potential. Schools, in partnership 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, monitor part and whole day absences.

School staff are responsible for supporting the regular attendance of students by:

* Providing a caring teaching and learning environment which fosters students’ sense of belonging to the school community
* Recognising and rewarding excellent and improved student attendance
* Maintaining accurate records of student attendance
* Implementing programs and practices to address attendance issues when they arise
* Providing clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance

**Policy statement**

* Section 22 of the [Education Act (1990)](http://www.austlii.edu.au/au/legis/nsw/consol_act/ea1990104) states that it is the duty of the parent of a child of [compulsory school-age](http://www.austlii.edu.au/au/legis/nsw/consol_act/ea1990104/s21b.html) to cause the child:

(a) to be enrolled at, and to attend, a government school or a registered non-government school, or

(b) to be registered for home schooling with the NSW Education Standards Authority (NESA) 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.
* The Principal of Jugiong Public School(JPS) is to maintain an attendance register (roll) in a form approved by the Minister. Attendance registers must be available for inspection during school hours by any authorised person.

**Context**

* Regular attendance at school is essential to assist students to maximise their potential. JPS, in partnership with its’ parents, are responsible for promoting the regular attendance of students.
* Encouraging regular attendance is a core school responsibility.

**Responsibilities and delegations**

**Parents**

* 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) to be registered for home schooling with the NSW Education Standards Authority (NESA) and to receive instruction in accordance with the conditions to which the registration is subject.
* Parents are required to explain the absences of their children from school promptly and within seven days to the school. An explanation for absence must be provided to the school within 7 days of the first day of any period of absence.

**The Principal of Jugiong PS**

* must provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.
* must ensure the school has effective measures in place to monitor and follow up student absences.
* or their delegate will undertake all reasonable measures to contact parents promptly and within two school days of an absence being unexplained, if contact has not already been made. An absence is unexplained if parents have failed to provide an explanation to the school within 7 days.
* is responsible for ensuring that attendance records are maintained in an approved format and are an accurate record of the attendance of students.
* must ensure that for students with attendance concerns, the learning and support needs of those students are addressed in consultation with parents.
* is responsible for ensuring that when frequent absences are explained as being due to illness that:
* consultation occurs with parents regarding the health care needs of the student.
* medical certificates are sought for the absences.
* where there are ongoing concerns, approval is sought from parents to contact the student's doctor so the school has all relevant information regarding the student's health care needs.
* strategies are developed to ensure regular attendance at school.
* must ensure that school staff are provided with information on attendance requirements and their obligation to monitor and promote regular attendance at school.
* must ensure that any matter relating to school attendance where safety, welfare or wellbeing concerns arise for a student:
* consideration is given to the requirements of the Protecting and Supporting Children and Young People Policy
* all required reports are made to the Community Services Child Protection Helpline or contact made with the Child Wellbeing Unit.
* has the authority to:
* grant sick leave to students whose absences are satisfactorily explained as being due to illness
* accept other explanations for absence and record the absence as "L"
* decline to accept an explanation for absence and record the absence as unjustified
* grant an exemption from school attendance for periods totalling up to 100 days in a 12 month period for any one student provided certain conditions are met.
* grant part-day exemptions from school for periods totalling up to 100 days in a twelve month period.

**Monitoring, evaluation and reporting requirements**

Jugiong PublicSchool, with support from attendance officers (home school liaison officers and Aboriginal student liaison officers), monitor the regular attendance of students and develop and implement strategies to support students with identified attendance issues.

School Staff should be familiar with the document **“Student Attendance in Government Schools: Procedures (2015)”** ( a copy of this document can be found in the staff handbook and can be found in the Policies Folder in Faculty and on the Jugiong PS Google Drive under Policies.