

Cringila Public School Attendance Procedures



Principal

- Regularly inform parents of their responsibility regarding student attendance through newsletters and parent meetings.
- Provide staff with Student Attendance Register Codes.
- Notify LST of attendance concerns.
- Notify HSLO of absence concerns when needed.

Teacher

- Mark the roll on Sentral at 9am daily.
- Contact parent after two consecutive days of unexplained absences, and request a note to explain reasons for student absence.
- Enter explanations for student absences on Sentral, including doctor's certificate, verbal or skoolbag.
- Teacher to keep all notes /certificates including printed skoolbag notifications in an envelope.
- Notify supervisor with absence concerns.

Non-Teaching Staff

- Enter details of partial absences into Sentral.
- Enter details of verbal explanations onto Sentral.
- Transfer Sentral absence data to ebs.
- Forward absent explanations from parents sent in through Skoolbag and email to class teacher.
- Unexplained absence letters to be sent out fortnightly by office.

Teacher and non-teaching staff enter absence details into Sentral using the Department of Education Student Attendance Register Codes.



Teacher to contact parent after two consecutive days of unexplained absences, and requests a note to explain reasons for student absence. Teacher to keep record of parent contact on register.



If student's attendance is below 90% or there is a pattern of non-attendance, teacher should contact the parent and express concern to supervisor. Teacher to keep record of parent contact on register.



Student attendance issue continues, executive or teacher requests parent meeting to develop strategies to improve student attendance.



If there is no improvement in attendance, principal makes contact with parents about attendance concerns. Requests any medical certificates and information for absences due to sickness. Principal refers student to LST. Principal to keep record of parent contact on register.



Principal monitors attendance of student. Learning Support Team reviews strategies implemented. Feedback provided to classroom teacher. Strategies modified/implemented e.g. school counsellor intervention.



If attendance issue continues, complete HSLO application and relevant documentation.