



MAITLAND

PUBLIC SCHOOL

Where great things happen

Attendance Policy and Procedures 2024



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Department of Education School Attendance Policy

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

<https://education.nsw.gov.au/policy-library/policies/pd-2005-0259>

1. Policy statement

1. Section 22 of the [Education Act \(1990\)](#) states that 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.
2. All students who are enrolled at school, regardless of their age, are expected to attend that school whenever instruction is provided.
3. Section 24 of the Act requires principals to maintain an attendance register (roll) in a form approved by the Minister. Attendance registers must be available for inspection during school hours by a Board Inspector or by any authorised person.

2. Audience and applicability

1. This policy applies to all public schools, excluding preschools.

3. Context

1. Regular attendance at school is essential to assist students to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students.
2. Encouraging regular attendance is a core school responsibility.
3. This policy should be read in the context of the [Enrolment of Students in NSW Government Schools – A Summary and Consolidation of Policy](#) and the [General Enrolment Procedures \(PDF 303.86KB\)](#).

4. Responsibilities and delegations

Parents:

It is the duty of the parent of a child of compulsory school-age to cause the child:

1. To be enrolled at, and to attend, a government school or a registered non-government school, or
2. 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.

Principals:

1. must provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.
2. must ensure the school has effective measures in place to monitor and follow up student absences.
3. 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. An absence is unexplained if parents have failed to provide an explanation to the school within 7 days.
4. are responsible for ensuring that attendance records are maintained in an approved format and are an accurate record of the attendance of students.
5. must ensure that for students with attendance concerns, the learning and support needs of those students are addressed in consultation with parents.
6. are 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 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.
7. must ensure staff are provided with information on attendance requirements and their obligation to monitor and promote regular attendance at school.
 8. 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 (as required by the [Mandatory Reporter Guide](#))
 9. have 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 totaling up to 100 days in a 12- month period for any one student provided certain conditions are met (see the [Exemption from School - Procedures](#))
 - grant part-day exemptions from school for periods totaling up to 100 days in a 12- month period (see the [Exemption from School - Procedures](#))
 - grant exemption from enrolment for students who have completed Year 9 and have the required approval to complete their education in special circumstances through an apprenticeship or traineeship (see the [Exemption from School - Procedures](#)).

Directors, Educational Leadership:

1. have the delegated authority to grant exemptions from attendance at school under Section 25 of the [Education Act \(1990\)](#) totaling up to 100 days in a 12-month period.
2. support schools to maintain accurate records of student attendance in a form approved by the Minister.
3. approve the participation of a student in an alternative school-based program, leading to full- time attendance, prior to part-day exemption from attendance at school being granted by the school principal (see the [Exemption from School - Procedures](#)).

Executive Directors, School Performance:

1. have the delegated authority to grant exemptions from attendance at school under Section 25 of the [Education Act \(1990\)](#) totaling more than 100 days in a 12-month period.
2. have the delegated authority to grant exemptions from enrolment at school under Section 25 of the [Education Act \(1990\)](#), provided certain conditions are met.

Director, Child Protection Services:

1. has the delegated authority to grant exemptions from school attendance for any period of time, for students wishing to participate in employment in the entertainment industry or participation in elite arts or sporting events. Principals are also able to consider applications for exemption in these circumstances. Principals should contact the Director, Child Protection Services if advice is needed on compliance with employment regulation of the Children's Guardian or exemption is sought for participation in a large-scale production.
- Monitoring and review
Schools, 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.

The Director, Child Protection Services is responsible for monitoring the implementation of this policy and reviewing its effectiveness every three years.

- Policy contact officer
Student Attendance and Educational Neglect Advisor: 02 7814 2937 Further

Information:

Student attendance in Government Schools – Procedures 2015

<https://education.nsw.gov.au/policy-library/policies/pd-2005-0259/student-attendance-in-government-schools-procedures-2015--docx-3>

Exemption from School Procedures

<https://education.nsw.gov.au/policy-library/policies/pd-2005-0259/exemption-from-school---procedures--pdf-1307-5-kb->

Absentee Notices

<https://education.nsw.gov.au/policy-library/related-links/absentee-notices--pdf-95-kb->

Phone Intervention Program

<https://education.nsw.gov.au/policy-library/related-links/phone-intervention-program-guidelines--pdf-72-kb->

Special Circumstances Register

<https://education.nsw.gov.au/policy-library/related-links/special-circumstance-register--pdf-85-kb->

Benefits of Regular Attendance

Regular attendance has benefits for students, teachers, parents/caregivers and the community.

These benefits include:

For students

- maximising learning opportunities which will optimise life choices
- assisting to develop skills and attitudes that will help the student be successful later in life, such as; punctuality, organisation and confidence
- success in learning outcomes
- making friends and learning to maintain relationship.
- learning social skills to interact with others
- enhance overall wellbeing

For teachers

- improved learning outcomes for all
- ability to fulfil responsibilities to all students
- maintaining relationships with students, which may reduce disruptions to learning due to poor student behaviour
- saving resources and time by avoiding non-attendance follow up procedures

For parents/caregivers

- children are safer at school than being unsupervised at home or in the community
- children can succeed in their learning
- children are more likely to complete Year 12 and have broader opportunities and higher educational goals
- fewer incidents of negative contact with government agencies

For the community

- increased level of safety for all
- young people are less likely to be involved in criminal behaviour
- the community as a whole will experience less cost, both financially and socially

Responsibilities

Regular attendance at school is the responsibility of students, parents and school staff.

Student responsibilities:

- arrive punctually between 8:40 and 9:10 am
- attend school every day between 9:10am and 3:10pm
- attend school every day when instruction is offered unless the school receives a valid reason for being absent (e.g. sickness)
- hand letters or notes from parents to the front office or classroom teacher promptly
- when arriving late or departing early, students are required to present at the office with an adult or emergency contact, before going to class with a late slip
- if late, come to class quietly so as not to disturb other students' learning.

Parent responsibilities:

- actively encourage their children to regularly attend school
- notify the school of any absences in writing, School Bytes app or via telephone within 7 days
- provide the office with an appropriate, justifiable explanation for arriving late or leaving early
- inform the school if an extended absence is likely or if they would like the school to arrange work at home for the student
- inform the school when their child is away for more than 2 consecutive days
- inform the school of any changes to their contact details
- ensure children are picked up promptly from school at the end of the school day at 3:10pm
- contact the school if delayed for any reason or length of time when picking up children
- when arriving late or departing early, students are required to present at the office with an adult or emergency contact, before going to class with a late slip.

Teacher responsibilities:

- actively encourage students to attend school regularly by providing an engaging, educational program which is inclusive of the needs of all learners
- monitor each child's attendance and implement the school's attendance procedures
- implement strategies aimed at increasing school attendance, as outlined in the Attendance Procedures Flow-Chart
- accurately complete the attendance register (roll) on School Bytes each day. If internet access is down, teachers must complete a paper roll and send it to the office
- read the daily attendance register (roll) and check for inaccuracies. Make any changes that need rectifying using the classroom computer or iPad.
- complete a paper or electronic roll for partial absences for the class when attending approved school activities, such as excursions and sporting events. Provide a copy of this roll to administrative staff
- use School Bytes to complete school business absences when students are attending offsite school-based activities. (Sports Coordinator to assist with this around sporting events)
- remind students of the need to supply a note or a parent text when returning to school
- distribute unexplained absence notes to students, if provided by administrative staff
- coordinate the collection of work for students who are unable to attend school for acceptable reasons, when requested by parents/carers
- inform the School Attendance Coordinator of any concerns about attendance
- complete student interview program when there is a concern and inform Attendance Coordinator so parents can be informed

- it is the teacher's responsibility to investigate and follow through absences during this early stage.

School Attendance Coordinator responsibilities:

- analyse School Bytes attendance data and identify students with an attendance concern.
- take action when attendance concerns are raised by class teachers, as detailed in the Attendance Procedures Flow-Chart
- Complete Late Arrival Interviews (LIPs), Phone Interview Programs (PIPs) and record in student profiles as required
- complete letters to parents to notify them when a Non Attender Interview (NIPs) has been completed by classroom teachers
- complete Attendance Concern letters to parents, notifying them that attendance is a concern
- submit Home School Liaison Applications when all strategies have been implemented, as outlined in the Attendance Procedures Flow-Chart
- lead whole school attendance initiative such as weekly 100% attendance rewards
- attend Learning Support Team Meetings to discuss any student who is displaying a concerning pattern of attendance
- provide the administrative staff with regular items to include on the school Facebook page
- support classroom teachers with resources and ideas to promote attendance within the classroom and around the school using the tier attendance intervention.
- introduce MPS Attendance Policy and Procedures with new staff and casual teachers
- provide professional development sessions for all school staff in roll marking procedures, school and Department attendance policies and procedures
- liaise with administrative staff to ensure the efficiency of roll collection, late arrival sign on and early departure sign out procedures. Update rolls as required
- document interventions, strategies and parent contact/meetings in School Bytes Wellbeing section
- if the student with attendance concerns is Aboriginal, seek the advice and assistance of the School Aboriginal Education Officer
- input parent explanations / texts into School Bytes attendance
- conduct initiatives that focus on improving attendance data e.g. focus groups to improve students >90% attendance
- enter text responses/notifications from parents into School Bytes.

Administrative Staff Responsibilities:

- input absence notes onto School Bytes
- input late arrival and early leaver information onto School Bytes, and provide students with a late arrival card
- inform class teachers or Assistant Principal of relevant information about student absences provided by families
- input attendance information provided by teachers when paper rolls are completed
- print and distribute unexplained absence notices to class teachers every 5 weeks (if required).
- make attendance data available to Attendance Support Officer staff when requested

Principal Responsibilities:

- ensure professional learning around attendance procedures are completed annually or as required
- ensure the attendance register is accurately completed by staff
- when the classroom teacher or School Attendance Coordinator faces an unsatisfactory outcome, to be responsible for recommending future action
- nominate a delegate to complete Child Wellbeing Unit report for Habitual Absence (Mandatory Reporting Guide) to accompany Home School Liaison referrals
- contact the Child Wellbeing Unit or the Police when a student is absent for more than 2 consecutive days

and the carer cannot be contacted if there is a risk of harm.

- submit COVID requirements

Action	Office	Classroom Teacher	Attendance Co-ordinator	Executive
Late/ part day	Note sent home Appendix 1			
Absent	Text sent home			
Absent 2 days no parent notification	Contact parent Email, phone & pink slip record in SB			
7 day period after absence with no parent notification	Reason changed to unjustified Letter Appendix 2 Record in SB.			
Tier 1 (80-89%)		Monitor. Contact Attendance Co With irregular and growing non attendance. Email letter appendix 2. Record in SB.		Informed
10 day period of absence and after attempts NO contact from family			MRG Welfare check	
Tier 2 (50-79%)			Call parent Schedule meeting Student NIPS Appendix 3 record in SB MRG	Informed
Tier 3 (>49%)			Call parent Schedule meeting Email Appendix 4 MRG School informs ASO and improvement plan (AIP) instigated.	Informed
Reports Friday weekly assembly			K-2- 100% attendees 3-6 - 100% attendees	
Reports once a term			Tier 2 attendance per class Tier 3 attendance per class Sent to exec	Inform stage

Promoting Good Attendance

At Maitland Public School we promote the importance of regular attendance to parents, students and staff through a range of strategies.

Promoting good attendance with parents:

- attendance coordinator presents at the kindergarten orientation and provides information for stage and parent/teacher information sessions
- class teachers promote the importance of regular attendance during Personalised Learning Pathways (PLSP) meetings
- student reports inform parents of their child's attendance each Semester
- the school Facebook page regularly provides an attendance focus for parents
- school attendance links on website outline the importance of regular attendance, the difference between justified and unjustified reasons of absence, partial absences and how to contact the school
- displaying School attendance percentages and the class of the week on the notice board in the Quad!
- families with children who have 100% attendance or improved attendance are acknowledged with a family certificate
- acknowledge students and classes over 97% attendance with an attendance letter.

Promoting good attendance with students:

- class teachers implement intervention strategies when students are identified with an attendance concern
- when marking the roll, teachers discuss the importance of regular attendance
- classes with high attendance are acknowledged and congratulated in the School Notice Board in the Quad and/or on the MPS Facebook page
- teachers encourage attendance through daily or weekly classroom competitions
- students with improved attendance are acknowledged with certificates
- students with 100% and outstanding attendance are acknowledged each semester with a certificate, presented at an assembly.


Promoting good attendance with staff:

- all staff engage in professional development to review roll marking procedures, the benefits of regular attendance and ways to improve and promote attendance
- School Attendance Coordinators meet regularly with admin staff to discuss attendance issues
- School Attendance Coordinators keep staff updated about attendance initiatives and concerns at weekly staff meetings
- class teachers are provided with an attendance folder to aid in following the School Attendance Procedures
- acknowledge 100% staff attendance on Facebook across the community

Attendance Targets and Levels

At Maitland Public School we are committed to achieving the following targets in improving attendance:

- decrease the number of students arriving late and leaving early
- decrease the disparity of absenteeism between Aboriginal and non-Aboriginal students by increasing Aboriginal student attendance rates
- increase the Attendance rate across the school
- SIP Target – 78.3% (increase of 10% of students will be at or above 90% attendance rates at Maitland Public School by 2022)
- SIP Target - increase % of students will be at or above 90% attendance rates at Maitland Public School in 2023 and 2024

MAITLAND PUBLIC SCHOOL TIERED ATTENDANCE LEVELS				
				
Affirmation 95-100%	Proactive 90-94%	Tier 1 80-89%	Tier 2 50-79%	Tier 3 0-49%
Intervention 100% Attendance Awards 97% Acknowledgement Celebrations Outcomes Potential to considerably accelerate: Academics Wellbeing	Intervention Acknowledgement Letter Celebrations Outcomes Potential to accelerate: Academics Wellbeing	Intervention Teacher support Uplift Program Outcomes Teacher Monitoring Uplift Program Formal and Informal Support	Intervention Executive Support Targeted Intervention Outcomes Executive Monitoring School Based Meetings Attendance Contracts External Service Support	Intervention Executive Support Individual Intervention Outcomes Executive Monitoring of Attendance Parent/Carer Meetings Attendance Contracts External Service Support

MPS Positive Attendance Program

MPS recognizes attendance through:

- Personal student goals.
- Primary and Infants Assemblies – leaderboard style recognition for classes and year cohorts
- 100% attendance award for students each semester
- 97% attendance acknowledgement letters each term
- Staff fortnightly list emailed with requirements for follow-up
- Teacher prioritising attendance with class using class attendance tracker
- DoE and MPS expectation is student attendance of 95% and above.
- Students with attendance less than 90% may be considered by DoE as Educationally at Risk.
- Implemented *Tiered Framework of Attendance Intervention* developing consistent narratives with staff, students and parents, outlining the specific school-based interventions for each Tier.
 - Tier 1 Interventions
 - Tier 2 Interventions
 - Tier 3 Interventions
- Attendance Team meet twice per term to conduct a data analysis of SCOUT COHORT
 - 5 weekly slices (H1 / H2) for Tier 1 uplift focus, to shift identified students' attendance between 80-90% to above 90%.

Universal Supports 95%-100% - Acceptable	Positive and proactive whole school supports designed to promote attendance: ➤ Parky's Attendance Award ➤ Breakfast Club ➤ School Assembly Talks ➤ Annual staff PL- Attendance procedures/register codes ➤ Annual situational analysis, review of attendance processes and whole school improvement plan ➤ Weekly attendance Rewards with 100% attendance students awarded 5 Dojos. Twice per term- Stage attendance percentages shared with the community via Facebook
Targeted Supports Tier 1	Supports designed to improve students and/or groups of students at risk of becoming an attendance concern: ➤ Class or stage challenges- Dojo Points ➤ Attendance Goal Card ➤ Biannual Phone Intervention Program (HSLO)- Terms 2 & 4 ➤ PBL focus lessons ➤ School Assembly talks- Specific Focus Unexplained/Unjustified absence letters – full day and partial day, sent fortnightly via email on School Bytes by the Attendance Coordinator
Individual Supports Tier 2	Supports designed to provide intensive support for individual students with high attendance concerns: ➤ CT/Attendance Co. phone calls to parent/carer ➤ Attendance Goal Card ➤ Meeting with family and student- School Attendance Support Plan developed ➤ Student Attendance Report ➤ LST meeting- Agenda item ➤ NIPS undertaken ➤ Tier 2 attendance report sent to AP's once a term School supports- Check in/check out system, family support, school counsellor involvement, adjusted curriculum
Individual Supports Tier 3	Supports designed to provide intensive support for individual students with high attendance concerns: ➤ Attendance Co. phone calls to parent/carer ➤ Attendance Goal Card ➤ Meeting with family and student- School Attendance Support Plan developed ➤ Student Attendance Report ➤ LST meeting- Agenda item ➤ School supports- Check in/check out system, family support, school counsellor involvement, adjusted curriculum ➤ NIPS undertaken ➤ ASO phone call to parent/carer ➤ Principal letter ➤ ASO application

Attendance Improvement Strategies at Maitland Public School

Strategies that may be useful

- Plan in Learning Support Team meetings
- School sends letters
- Discuss at Student Wellbeing meetings (LST)
- Interview parent/caregiver
- Student interview
- Establish positive attendance program
- Develop a personalised learning plan
- Place student on attendance monitoring
- Place student on attendance contract

- Address bullying/harassment problems
- Interagency liaison: Police, Health, FACS
- Address any social issues
- Adjustments Register checked
- Set up a buddy/teacher mentor program
- Enlist help of peers/siblings
- NIPS undertaken
- Student shadows teacher for a period of time
- Give responsibility and/or leader opportunities for the student
- Focus on student needs: breakfast, clothing, hygiene, medical care, emotional support
- Class writes to students inviting him/her back
- Alternative program to avoid off task behaviours, teacher alternate behaviours
- Referral to school counsellor
- Rewarding positive attendance through awards and recognition
- Class based awards and incentives



Appendixes

Appendix 1 :Attendance School Absence Letter (Pink slip)



Date

Dear,

Regular attendance at school is important for students to reach their potential. The school is required to record the reason for any absences as a way of ensuring that students are absent from school only when they are sick or have another good reason for missing school.

Your child, XXXXX, was absent from school on: xxxxxx xxxxx xxxxxx and no explanation has been received. Please assist us by completing the attached form and return it to school with your child as soon as possible.

Alternatively, you may wish to contact the school by telephone to discuss your child's attendance.

Yours sincerely

.....
PRINCIPAL

Child's Name:

Year:

Class:

Absence Dates:

REASON FOR ABSENCE:

.....
.....

Name (Please Print):

Signed:

Date:

WebAttend for Sentral

Issued without alteration or erasure

Appendix 2: Attendance Concern email/letter



DATE

Maitland Public School
70 Elgin St Maitland 2320
49336532

Dear (Recipient name),

I refer to attendance of (student name) at Maitland Public School.
(Student's Name)'s is currently attending at (percentage rate).

INSERT SCHOOLBYTES attendance graphic

Regular attendance is important for students to reach their potential as poor attendance impacts significantly on student learning. Our expectation is for students' attendance to be at 95% as this ensures they are able to access their education consistently.

The Education Act (1990) requires parents to ensure that children of compulsory school age attend school on each day the school is open for instruction. If children are absent from school, parents are required to provide the school with an acceptable explanation within seven days of the absence. The Department of Education considers any student with attendance below 95% as educationally at risk.

You have previously been advised that (student name)'s attendance is a matter of concern. School based strategies have been implemented to assist in improving attendance, however, (student's name)'s attendance is still at an unacceptable level.

I take this opportunity to encourage you to work closely with the school to resolve any issues and improve (student name)'s attendance at school. If you wish to discuss this further, please contact the school.

Yours sincerely,

Kim Harris
Rel. Principal



MAITLAND

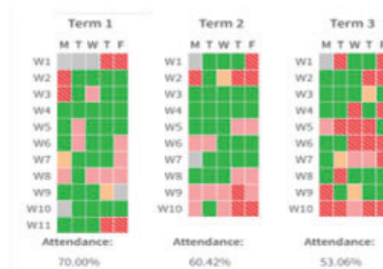
- PUBLIC SCHOOL -

DATE

Maitland Public School
70 Elgin St Maitland 2320
49336532

Dear (Recipient name),

I refer to attendance of (student name) at Maitland Public School.
(Student's Name)'s is currently attending at (percentage rate).



Key

Green: Attended full day Stipes: school business Red: Absent full day not explained
Light pink: absent part day unexplained Orange: Absent full day explained
Light orange: absent part day explained

Regular attendance is important for students to reach their potential as poor attendance impacts significantly on student learning. Our expectation is for students' attendance to be at 95% as this ensures they are able to access their education consistently.

The Education Act (1990) requires parents to ensure that children of compulsory school age attend school on each day the school is open for instruction. If children are absent from school, parents are required to provide the school with an acceptable explanation within seven days of the absence. The Department of Education considers any student with attendance below 95% as educationally at risk.

You have previously been advised that (student name)'s attendance is a matter of concern. School based strategies have been implemented to assist in improving attendance, however, (student's name)'s attendance is still at an unacceptable level.

We request an opportunity to meet and encourage you to work closely with the school to resolve any issues and improve (student name)'s attendance at school. If you wish to discuss this further, please contact the school. A school representative will be in contact to arrange a suitable day and time.

Yours sincerely,

Kim Harris
Rel. Principal

Where great things happen

70 Elgin Street Maitland, NSW 2320 | T +61 2 4933 6532 | E maitland-p.school@det.nsw.edu.au | W maitland-p.schools.nsw.edu.au

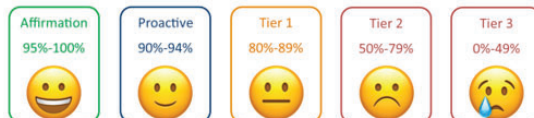
Appendix 4: Late Arrival Letter



Date

Dear Parent

I refer to the continued late arrival of your son/ daughter, Childs name at Maitland Public School. This year Childs name has been late to school on ____ occasions. The late arrivals are impacting on your son/daughters attendance and this now constitutes attendance of ____%.



Regular attendance at school is important for students to reach their potential as poor attendance impacts significantly on student learning. Our expectation is for student's attendance to be above 95% this ensures they are able to access their education consistently.

The Education Act (1990) requires parents to ensure that children of compulsory school age attend school each day that the school is open for instruction. King St Public School starts at 9:15am each day and all children are expected to be at school by this time each morning.

If children are late to school, parents are required to sign the child in at the office and provide the school with an acceptable explanation for the late arrival.

You have previously been advised that Childs name late arrival is a matter of concern.

I take this opportunity to encourage you to work closely with our school to resolve any issues and improve Childs name attendance at school.

Below is a summary of your child's attendance so far in 2024.
INSERT ATTENDANCE CHART

Key

Green: Attended full day

Red: Absent full day not explained

Orange: Absent full day explained

Stipes: school business

Light pink: absent part day unexplained

Light orange: absent part day explained

Please contact the school if you would like support with attendance, as we look forward to improved arrival times.

Yours sincerely

Kim Harris
Rel. Principal

Absentee Interview Sheet (NIPS)

School: _____

Date: _____

Student: _____

Class: _____

Do you know you have been absent this year for: _____ whole days _____ Late Days _____ Partial Day

What are the main reasons why you are absent/late:

☐ Sick ☐ slept in ☐ rain/weather ☐ family issues

☐ Bullying ☐ no food ☐ dislike of school

Other: _____

How do you get to school:

Do you normally bring a note to explain why you have been away:

☐ Yes ☐ No If not, why: _____

Are there particular days you are absent from school: If yes, which days and why:

What do you enjoy about school:

Do you have friends at school:

What would make school better for you:

Is there anything teachers can do to help you come to school more regularly/on time:

Recommendation



Date

Dear

I refer to the attendance of your son/daughter, **xxxxx** at school. The Education Act (1990) requires parents to ensure that children of compulsory school age attend school on each day that the school is open for instruction. If children are absent from school, parents are required to provide the school with an acceptable explanation within seven days of the absence.

You have previously been advised that **xxxxx**'s attendance is a matter of concern. The school has implemented a range of strategies to encourage **xxxxxx** full attendance at school without success. At a recent school Learning Support Team meeting **xxxxx**'s pattern of attendance was reviewed and it is clear that **xxxxx**'s attendance is still at an unacceptable level.

I am obliged to report apparent unresolved non-compliance with the Education Act (1990) to the local manager of the region's Home School Liaison Program for further investigation by a home school liaison officer to help resolve the matter.

The local manager will consider if further action is necessary. This may include the further development of an Attendance Improvement Plan with specific targets, strategies and timelines and a Secretary's Conference at the Singleton Courthouse. If you do not meaningfully engage in the plan and there is no improvement in the **xxxxx**'s attendance during this time, the matter may be referred to the Department's senior officers for possible legal action. It is important that you work with us to resolve the issue.

Yours sincerely

Kim Harris
Rel. Principal
|