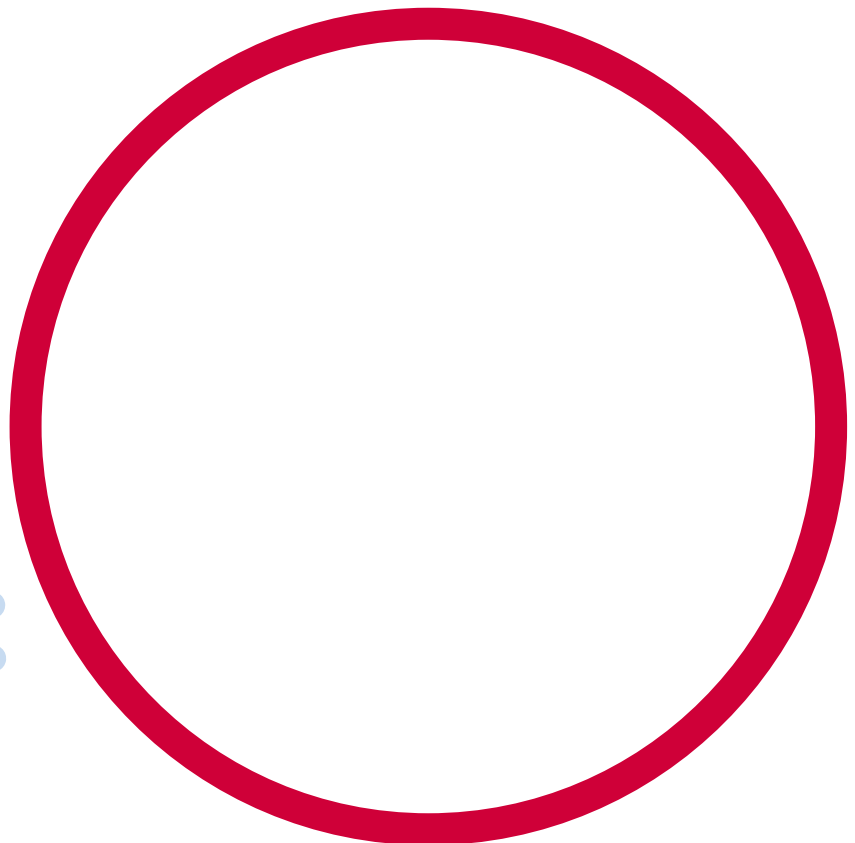
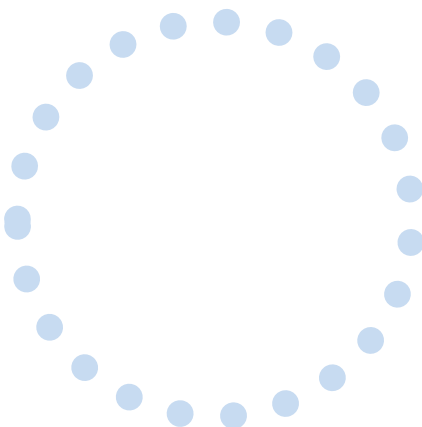
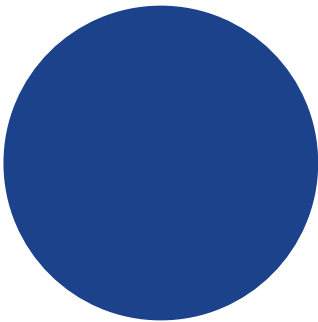


# Garden Suburb Public School

## 2025 School attendance team and attendance procedures



## Synopsis

This document outlines the key purpose, structure and function of a school team and the subsequent procedures to support student attendance.

## Document History

Version	Author	Date
Version 1	Claire Bradshaw	Completed June, 2023
Reviewed	Claire Bradshaw	May 10, 2024
Reviewed	Claire Bradshaw	February 6, 2025

## Consultation

The following stakeholders contributed to the development of this document:

Contact name	Position	Date
C. Bradshaw	Principal	2023 – creation 2024 – Review 2025 - Review
K. Perry K. Pitts and K. Johnson	Assistant Principal Assistant Principal (R)	2024 – implementation 2025 – implementation
L. Gallagher	DEL	2025

## Audience

- Students
- Staff
- Parents and carers
- School community

## Review date

To ensure currency of information and continuous improvement of school practice, this document is due for review on or before **Feb, 2026**

## Endorsement

This document supersedes any previous documents and is effective from February 6, 2025.

Endorsed by: Mrs C Bradshaw

Principal, Garden Suburb Public School

# Purpose

The school attendance team shares responsibility for attendance through the involvement of key stakeholders in developing a whole school approach to improving attendance.

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. Encouraging regular attendance is a core school responsibility. Student attendance is promoted and supported by all staff. Attendance records are monitored: common barriers to attendance are addressed; improvements in attendance are recognised; and early interventions are actioned.

Every day counts, as regular attendance helps students to:

- develop a sense of belonging
- develop and maintain friendships
- be more engaged at school
- progress with their learning
- be more aware of career and life options.

Supporting positive school attendance is a shared responsibility - everyone has a role. A shared response to improving attendance can be achieved by ensuring all staff understand their attendance responsibilities and are familiar with the school's attendance procedures.

All school staff including casual and temporary staff are aware of and have access to the school's attendance procedures and are supported with regular professional learning (e.g. annual update provided to staff).

The importance of school and attendance is regularly communicated to build a shared understanding of:

- attendance expectations and requirements
- the impact of absence.

Opportunities to hear from and work in partnership with students, parents and carers can help to understand barriers to attendance and create shared strategies and plans to improve student attendance.

# Who

- Principal – oversee procedures and data in accordance with improvement measures and mandated policy
- Assistant Principal – monitor attendance data and inform good practice by all school personnel
- HSLO – monitor, advise and complete regular data checks, follow up with both school and parents where necessary
- LST – monitor and act upon team recommendations – check ins, assessment, parent communications, completion of mandatory reporting requirements

# What

**Partial Absences (arriving late or leaving early)** Students arriving after 9:10am or leaving before 3.10pm must be accompanied by an adult or a note to the front office to explain their late arrival or early departure, unless advised otherwise. Administrative staff

mark the partial absence on Sentral, or on a manual roll if Sentral is unavailable. Students then provide classroom teacher, or supervising teacher with the late slip. Students leaving early will have their names recorded by front office staff.

[https://education.nsw.gov.au/content/dam/main-education/policy-library/public/related-documents/reg\\_codes.pdf](https://education.nsw.gov.au/content/dam/main-education/policy-library/public/related-documents/reg_codes.pdf)

Partial absences are monitored by classroom teachers, who should inform the Assistant Principal or Principal if a pattern of regular late arrivals is established. Students who are regularly late will be followed up by the Assistant Principal in the first instance, before involving the Principal if the late arrivals continue, or are not resolved in a timely manner.

### **Extended Leave travel**

An Application for Extended Leave – Travel should be completed by the parent and provided to the principal in cases of extended absence due to travel with family such as family holiday. Families are discouraged to undertake holidays outside designated school holiday periods. Leave is included as absence for statistical purposes. On approval by the Principal, a certificate is then issued to the family. <https://education.nsw.gov.au/policy-library/policies/school-attendance-policy>

Applications are available on our school website: <https://gardensub-p.schools.nsw.gov.au/about-our-school/forms.html>

### **Exemptions**

An Application for Exemption must only be granted by the Principal when it has been clearly demonstrated by the applicant that an exemption is in the student's best interests in the short and long term. Alternatives to exemption should have been fully explored prior to exemption being granted.

[https://education.nsw.gov.au/policy-library/associated-documents/exempt\\_gui.pdf](https://education.nsw.gov.au/policy-library/associated-documents/exempt_gui.pdf)

Parents carers are regularly reminded via newsletters and communication with class teachers and Executive, that they are responsible for making sure that their children comply with these legal requirements. We support parents by monitoring student attendance and helping to address attendance issues when they emerge.

<https://education.nsw.gov.au/going-to-a-public-school/translated-documents/compulsory-school-attendance-information-for-parents>

Key responsibilities managed by the team

- PL for staff – accurate roll marking and procedures, awareness of the procedures for implementation
- Regular communication in newsletter, school website and school stream App
- Monitoring of SCOUT attendance data by HSLO and team
- Compilation of attendance intervention letters to parents – SAO
- Recognising and celebrating good attendance – merit awards, ticket system and once a term fun day for all students (mufti and sausage sizzle)

# How and when

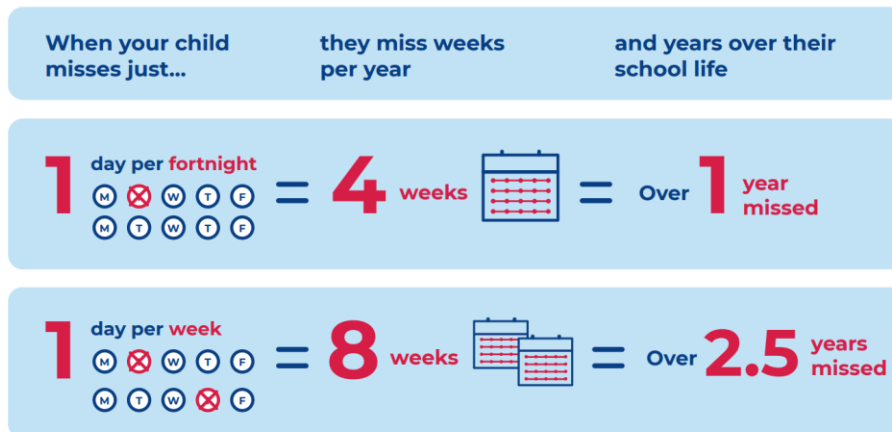
- meeting frequency – Assistant Principal checks data regularly, HSLO visits twice per Term
- standing agenda items – monitor and analyse data – follow up procedures
- record keeping procedures for meeting notes/minutes
- regular referral to flowcharts for specific procedures

# Resources

- [School Attendance in NSW public schools procedures](#)
- [Attendance Matters – resources for schools](#)
- [Attendance Communication Toolkit](#)
- [Every Day Counts PDF – May 2021](#)

## Days missed = years lost

A day here and there doesn't seem like much, but...



## Minutes lost = days lost per year

A couple of minutes here and there doesn't seem like much, but...



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## ➤ Garden Suburb Public School Attendance Flowchart

