School Attendance LID

4. Roles and Responsibilities

Parents/carers:

4.1.2 in line with department guidelines parents/carers are required to:

- Explain the absences of their children from school promptly and within 7 days to school. An explanation for absence must be provided to the school within 7 days of the first day of any period of absence.

- Nurse Unit Managers and Clinical Nurse Consultant can provide explanation of student absence by marking a *No Service* due to illness on the Patient Flow Portal. If a parent disagrees with the decision of the treating team, the parent will be directed to discuss this with the Ward Team Leader of Nurse Unit Manager.

- A student's first school session will be scheduled by the SCHS administration team on enrolment. This will be with relevant executive/allocated teacher. Teachers MUST have their Outlook calendars updated daily and between sessions.

Principal/ administration staff and teachers:

4.2.1 must provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance. This is completed on enrolment and with regular contact with parents/carers by teachers and the administration team as required.

4.2.2 must ensure the school has effective measures in place to monitor and follow up student absences.

- Students at Sydney Childrens Hospital School (SCHS) will either be on a Part Day Exemption or Full Day attendance plan.

- Teachers mark student absences as either:
  - Sick (S)
  - Partial Attendance (Pa)
  - Absent (a).

- Students are only marked Leave (L) on Principal determination. Inpatients provided with gate leave from ward or requests by parents to school for personal circumstances.

Absenteeism

4.2.3 Principal or their delegate will undertake all reasonable measures to contact parents promptly and within 2 school days of an absence being unexplained if contact has not already been made. An absence is unexplained if parents/carers have failed to provide an explanation to the school within 7 days.

The administration team will register all students on ward (inpatient & EDIPA) that are recorded as *No Service (NS) on the Patient Flow Portal* as a non-attendance on PASSTAB.

Executives with the program responsibility for Primary and Secondary will action outpatient student attendance each morning on the SCHS Student Flow Portal (NS, Ward, Class, Remote). They will mark all NS as an Absent (a) on PASSTAB.

The administration team will contact the parent/carer via SMS message requesting the reason for absence from class by 10.30am and/or ward/remote after the missed allocated service time. The response will be recorded by the administration team on PASSTAB non-attendance record.

SMS/email Message sent from administration mobile:

'Dear Parent/Carer CHILD is absent in TIME/SESSION. Please contact the school on 02 9399 7119. Please ignore this message if our school has already notified.'

Student attendance at Sydney Childrens Hospital School is currently recorded in 2 places.

1. **Electronic Ward / Class Attendance Record (PASSTAB)**

   The teacher providing a ward or remote service will register the student via the allocated PASSTAB link on their arrival/departure. If student is not present on ward or remote, the teacher will register a No-Service (NS) on PASSTAB an <u>automatic message sent to parent offering a re-schedule with teacher's available timeslots</u>.

   Student sign-in creates an automatic alert to the allocated teacher/s AP? for PLSP curriculum outcome completion.

   - Attendance is recorded electronically with PASSTAB on arrival.

   - Student is issued with a <u>PASSTAB Quickpin on enrolment</u>.

   - Student attending class will register on arrival and departure at the front office.

   - The census school principal will receive a copy of the Special Circumstance Register weekly.

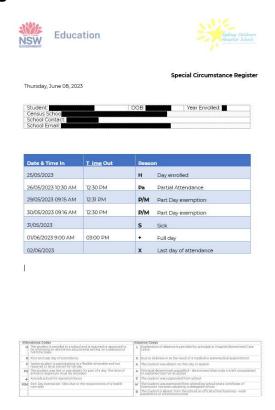2. **Daily Evacuation Register (in each classroom)**

   A paper Daily Evacuation Register is kept in each classroom at the door entry. This is to record all students who attend the classroom for any period. The purpose of this is to ensure all students in the class are cared for appropriately in the event of an evacuation.

Appendix:

SMS/email Message sent from administration mobile:

Special Circumstance Register

Special Circumstance Register

Thursday, June 08, 2023

Student:		DOB:		Year Enrolled:	
Census School					
School Contact:					
School Email:					

Date & Time In	Time Out	Reason	
25/05/2023		H	Day enrolled
26/05/2023 10:30 AM	12:30 PM	Pa	Partial Attendance
29/05/2023 09:15 AM	12:31 PM	P/M	Part Day exemption
30/05/2023 09:16 AM	12:30 PM	P/M	Part Day exemption
31/05/2023		S	Sick
01/06/2023 9:00 AM	03:00 PM	+	Full day
02/06/2023		X	Last day of attendance

Attendance Codes		Absence Codes	
H	The student is enrolled in a school and is required or approved to be attending an alternative educational setting, on a sessional or full-time basis.	L	Explanation of absence is provided by principal or Hospital determined Care Leave
X	First and Last day of attendance.	S	Due to sickness or as the result of a medical or paramedical appointment
F	Senior student is participating in a flexible timetable and not required to be at school for full day.	a	The student was absent on that day or session
Pa	The student was late or was absent for part of a day. The time of arrival or departure must be recorded	A	Principal determined unjustified - determined after code a is left unexplained or explained and not accepted
+	Attends school for operation hours	E	The student was suspended from school
P/M	Part Day exemption- Plan due to the requirements of a health care plan	M	The student was exempted from attending school and a Certificate of Exemption has been issued by a delegated officer.
		B	The student is absent from the school on official school business - work experience or school excursions.

<u>Electronic Ward / Class Attendance Record (PASSTAB)</u>

Daily Evacuation Register

Student name:	(Circle day) Mon | Tue | Wed | Thu | Fri		
	Session 1 ✓	Session 2 ✓	Session 3 ✓