



School Attendance Policy LID

Policy Statement

This Local Implementation Document LID is written in compliance with the School Attendance Policy, Policy Management, planning and reporting for Schools: Student enrolment data and reporting and Wellbeing Policy.

4. Roles and Responsibilities

Parents/carers:

4.1.2 In line with department guidelines parents will:

Parents/carers are required to explain the absences of their children from school promptly and within 7 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. Medical absences of 3 or more consecutive days will require a medical note.

Parents of students in outpatient programs, on Care by Parent and students enrolled under our sibling program are responsible to notify the school of their child's absence. Wherever possible in advance or within 7 days of the absence.

Additionally, in relation to students on the Ward:

Treating Teams in daily contact with teaching staff at Multidisciplinary Team Talks, explain any absences from educational service for that day or the previous 7 days. If a parent disagrees with the decision of the treating team about school attendance, the parent will be directed to the Ward Team Leader or Nurse Unit Manager. When students are given gate leave from the Ward, parents are responsible for contacting the school if the student will not be attending class or ward.

Principal and classroom teachers:

4.2.1 Must provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.

This is completed through Sydney Childrens Hospital School enrolment procedures, outlined on the school website and with teacher case managers having regular contact with parents/carers and nursing staff.

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

Student absence at Sydney Childrens Hospital School may often be due to sickness or medical appointments related to the reason they are hospitalised or an outpatient. On a daily basis inpatient students are flagged by their treating team as fit for educational service or 'No service' which means they are not well enough to attend class or ward services. If a student is flagged as 'No service' they are marked as Sick by the Case Manager (teacher).

Monitoring procedures for student absence that are flagged for Educational Service by treating team:

- Classroom SLSO to call ward or parent/carer

Unjustified absence from class/ward is constituted by being:

- flagged for service by the treating team and not attending class or ward without a justified reason
- outpatient and not attending class or and not attending class
- other enrolled students not attending fulltime for school operational hours unless on flexible or part time attendance plan

Inpatients – if not in class or on ward, teachers confirm with Health staff at health appointment. Teachers record this as Sick absence. Ward service would be attempted at another time if reasonable with teacher timetable

Ward - the teacher will phone the parent to coordinate an alternative time for a ward lesson

Class - Inpatient, the class SLSO will contact the ward to follow up non attendance; Outpatient or sibling - class SLSO to call or parent/carer, then Ronald McDonald House if not able to reach parent/carer

4.2.3 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.

It is expected that a student flagged for class attends for the hours the school is open 9.00am – 12.00pm and 1.00pm - 3.00pm unless on part time exemption or flexible timetable. Unexplained absence from class/ward is constituted by a student being:

- an inpatient flagged for service by the treating team and not attending class or ward
- an outpatient or care by parent students and not attending class
- other enrolled student

Any student that has an unexplained absence after 7 days teacher to notify SAM and principal. SAO, on SAM instruction, to email parents requesting an explanation. If there is no response, principal to send first attendance letter.

4.2.4 are responsible for ensuring that attendance records are maintained in an approved format and are an accurate record of the attendance of students.

Student attendance at Sydney Childrens Hospital School is currently recorded in the following ways. Teachers are to record student attendance daily on the Special Circumstance Register and Emergency Roll. SAO to enter daily into ebs central.

1. No service list
2. Emergency Roll
3. Special Circumstances Register

Refer to pages 5 onwards of this local implementation document for procedures to record Student Attendance.

4.2.5 must ensure that for students with attendance concerns, the learning and support needs of those students are addressed in consultation with parents.

Teachers are to address attendance concerns with parents/carers and relevant Health Staff such as CNC and social worker. Ongoing attendance concerns will be referred to the SAM and Principal. Soft copies of Special Circumstances Register to be uploaded to the student's file and Synergy

4.2.6 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
- consultation occurs with treating team and/or Clinical Nurse Consultant to confirm medical status so the school has all relevant information regarding the student's health care needs
- medical certificates are sought for any absences
- strategies are developed to ensure regular attendance at school. For example: coordinated health and education planning, developing flexible attendance plans, part day exemption plans and when relevant exemptions from attendance due to medical reasons.

Teachers are to advise principal when on-going attendance issues occur and communication with other external agencies is required.

4.2.7 must ensure that school staff are provided with information on attendance requirements and their obligation to monitor and promote regular attendance at school.

Staff are given training on using ebs central and their responsibilities in completing Special Circumstance Registers and monitoring attendance through daily case management and weekly team meetings.

4.2.8 must ensure that any matter relating to school attendance where safety, 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).

Teachers are promptly to inform the principal of any wellbeing issues regarding students. Teachers are to establish and maintain accurate wellbeing notes in Synergy.

4.2.9 The principal 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 (See the Exemption from School - Procedures)
- grant part-day exemptions from school for periods totalling 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).

Teachers are to support parents/carers and health staff with requirements for applying for sick leave, leave, or an exemption from schooling and communicate this leave to executive staff at census schools.

Executive – Sydney Childrens Hospital School, School Administration Manager

4.6.1 will assist the principal and teachers in the execution of the responsibilities in section 4.2.

4.6.2 regular monitoring of attendance through staff support procedures, updating unmarked rolls using ebs central, wellbeing discussions in faculty and executive weekly meeting.

4.6.3 coordinating the updating of registers using ebs central to update registers to include periods of 'leave' etc.

School Administrative Managers

4.7.1 will update student registers using ebs central after registers close to teachers, inputting periods of leave, exemption or exclusion not available to teaching staff.

4.7.2 will assist the principal to monitor student attendance through the production of termly attendance reports using ebs central.

5. Monitoring and implementation

5.1.1 Schools, with support from attendance officers (HSLO and ASLO), monitor the regular attendance of students and develop and implement strategies to support students with identified attendance issues.

5.1.2 Attendance will be monitored by teaching staff, executives and SAMs in a timely manner.

5.1.3 Staff will receive professional learning on new systems for recording attendance.

7. Other links / referrals:

School Attendance Policy

Distance Education Enrolment Procedures 2017

Wellbeing Policy

Exemption from School Procedures

8. Developed by:
Eileen Ramsden
Nadia Riley
Rosemary Kingsford
Lynda Campbell

9. Approved by:
Lynda Campbell

Principal

Sydney Childrens Hospital School



10. Implementation date: November 2017

11. Review date: December 2017

Appendix

1. Special Circumstances Register Procedure

Attendance is recorded daily on **paper enrolment/attendance form** using codes consistent with DoE attendance codes. Time of ward session is recorded in box underneath codes.

H	representing first day of enrolment or re-enrolment	 <p style="text-align: center;">2015</p> <p style="text-align: right;"> Education & Communities</p> <p>Student name: <u>EVIE GUNY</u> DOB: <u>39/01/2006</u> Census School: <u>ST. AUGUSTINE'S OFFSHORE 1 2 3 4 5 6 7 8 9 10 11 12 (please circle)</u> School contact: <u>CAROLYN PERKINS</u> Position: _____ School email: _____ Phone: _____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7">TERM 3</th> <th colspan="7">TERM 4</th> </tr> <tr> <th>WEEK</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>STA</th> <th>WEEK</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>STA</th> </tr> </thead> <tbody> <tr> <td>13/07</td> <td>SDD</td> <td>H</td> <td></td> <td></td> <td>F/Pa</td> <td></td> <td>05/10</td> <td>PH</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Arrive</td> <td></td> <td></td> <td></td> <td></td> <td>1300-</td> <td></td> <td>Arrive</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Depart</td> <td></td> <td></td> <td></td> <td></td> <td>1500</td> <td></td> <td>Depart</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> 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Attendance Register Codes Symbols to be used for explanation of student absence

L = explanation of the absence is provided and approved by principal.	S = student's absence is due to sickness or medical appointment	A = student's absence is unexplained or unjustified	E = student was suspended from school
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Attendance Register Codes used to record a variation in attendance (not counted as an absence)

H = date enrolled	X = first/last day of attendance each term	F = student is participating in a flexible timetable	M = student was exempted from attending school - delegated officer only
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Recording the duration of an absence or variation in attendance

a = student was absent	Pa = The student was late or absent for part of a day. The time of arrival or departure must be recorded.
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Other: ● Full Educational Service PH= Public Holiday SDD = Staff Development Day

2. Student Records (Classroom)

Class teacher is to record students work in Student Record (electronic) indicating session attendance (S1, S2, S3) and work covered during each session.

Student Records are to be updated by teacher on class after each session

Students Records can be found: T:\Teacher\Annual Student Records\2017 Student Records (filed alphabetically by surname)

Class teacher on session 3 is to record attendance on the Special Circumstances Register using DoE attendance codes, at the end of each day or session attended.

Student discharges are marked on the last day of service with a cross. On the paper roll this overrides the existing codes. A cross is recorded over existing codes on the last day of service. Student attendance code is changed to an X on last day of service. **Remember to update the previous week's roll and mark Friday as X if a student is discharged over the weekend.**

Discharged student papers are to be placed in "Discharged" plastic sleeve at front of class attendance folder or given directly to SAO or SAM.

N.B. Discharge from ward doesn't always mean unenrolled. i.e. student maybe on hospital campus or continuing as outpatient enrolment.

Emergency Roll (in each classroom)

A paper Emergency Roll is kept in each classroom folder. This is to record all students who attend the classroom for any period. The purpose of this is twofold:

- To ensure all students in the class are cared for appropriately in the event of an evacuation
- To allow infection control measures to be put in place if an alert of an infection of a class attendee surfaces after the fact.

3. Student Records (Ward)

Ward teacher is to record every student's work in Student Record (electronic) indicating time of service and work covered during the ward session or status of 'no-service' flagged by health team.

Student Records are to be updated by ward teacher each day

Students Records can be found: T:\Teacher\Annual Student Records\2017 Student Records (filed alphabetically by surname)

If student is unavailable, time of visit and reason should be recorded on Student Record.

If enrolled student is listed for No Service, this should be recorded on Student Record.

If enrolled student is discharged, this should be recorded on Student Record.