



# STUDENT WELLBEING

## Attendance Policy and Expectations

Children of [compulsory school age](#) are required by legislation to attend school every day unless there is a reasonable excuse for non-attendance (Education Act 1990). Liverpool West Public School requires that all its students attend school during normal school hours of every school day (9:10am – 3:10pm) unless there is a reasonable excuse for non-attendance (see *Appendix G* for some examples of justified and unjustified reasons from the Home School Liaison Officer – HSLO).

Regular attendance at Liverpool West Public School is essential if students are to maximise their potential. Liverpool West Public School, in partnership with parents/carers, is responsible for promoting the regular attendance of students. While parents/carers are legally responsible for the regular attendance of their children, the school and staff, as a part of their duty of care, monitor part or whole day absences.

### ROLES AND RESPONSIBILITIES

The principal shall be responsible for:


- approving extended leave from school
- overseeing all facets of school attendance. (see Student Attendance in Government Schools Procedures 2015 pp2-3) <https://education.nsw.gov.au/student-wellbeing/attendance-matters-resources-for-schools/resources-for-schools>.

Any parent/carer requesting extended leave from school for their child for any period of time, for reasons other than illness, must seek approval from the principal.

The deputy principals and assistant principals shall be responsible for:

- sending letters home where appropriate (located on SENTRAL)
- organising interviews with parents where continued non-attendance or unexplained non-attendance is a concern
- contacting the HSLO where continued non-attendance and unexplained non-attendance remains a concern
- supporting teachers and parents/carers with strategies for improving attendance
- discussing absenteeism at stage/grade meetings at least fortnightly.

Class teachers shall be responsible for:

- marking the roll on SENTRAL → Attendance by 9:25am each day
- obtaining written, verbal or email parental explanation of any absence
- keeping absence notes in a folder and signed and dated once they have been added to SENTRAL. These notes will be collected at the end of each term and filed for archiving.
- noting the arrival time of any student arriving late to Monday morning assembly and recording this on SENTRAL upon marking the roll
- ensuring that roles accurately reflect attendance in case of emergency as SENTRAL rolls will be used, on a device, to mark the roll and ensure all students are in attendance
- sending an absence explanation request note (see *Appendix H* ) home for every unexplained absence the day the child returns to school if they have not brought a note
- calling parents/carers if the absence explanation request note is not returned



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- calling parents/carers if a student accumulates 5 unexplained absences within a term or ongoing explained absences
- calling parents/carers to seek an explanation if a student accumulates 2 consecutive absences with no contact from parents
- recording all contact with parents on SENTRAL
- updating SENTRAL data any time an unexplained absence is explained (written or verbal)
- consulting with their team leader if attendance does not improve
- consulting with their team leader, deputy principal or principal if the teacher has any wellbeing or other concerns about a student.

The Community Liaison Officers shall support by:

- helping to link teachers with families so families understand the importance of satisfactory attendance (through phone contact, meetings, Parent Café, etc)
- working with the deputy principals and assistant principals to support families who may require support from external agencies such as Anglicare or the Benevolent Society
- translating and communicating to parents/carers in other languages, as required.

The School Administration staff should be responsible for:

- entering partial absences on SENTRAL. If students arrive to school **between 9:10am and 10:00am** they are directed to go straight to the library to receive a late slip. The School Admin Officer (SAO) will ask them why they are late, then record the reason and change their absence to partial in SENTRAL. (Students MUST NEVER be interrogated or disciplined for being late.)
- providing parents/carers with late arrival or early departure slips between 10:00am – 3:10pm from the school office
- printing off term absence reports for school reports (as per report timeline)
- filing absence notes at the end of each term for archiving.

All school staff should be responsible for:

- providing a caring teaching and learning environment which fosters students' sense of belonging to the school community
- recognising and rewarding excellent and improved student attendance
- implementing programs and practices to address attendance issues as they arise
- providing clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.

## LATE ARRIVALS

Students who arrive to school **between 9:10am and 10:00am** should go straight to the library to receive a late slip. The School Admin Officer (SAO) will ask them why they are late, then record the reason and change their absence to partial in SENTRAL. Students MUST NEVER be interrogated or disciplined for being late. After 10:00am all late arrivals must report to the office and obtain a late slip. The student takes this to the class teacher.

In the event of extreme weather conditions, class teachers should delay marking their rolls for 15 minutes. This is at the discretion of the principal and will be communicated accordingly.



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Automatic absence notification will be sent through SENTRAL each day. By 9:45am parents/carers will receive an SMS that their child/ren are being entered as 'Partially Absent'. This will be followed by a 'Whole Day' absence notification sent through SMS by 9:45am.

## LEAVING SCHOOL EARLY

No student is permitted to leave the school grounds during school hours unless collected by a parent/carer or other authorised person, over the age of 18, from the office. Parents/carers are asked to collect an early leavers note at the office before collecting their child/ren. **Teachers are not to let students leave the classroom unless the parent/carer has a note from the office.**

## REWARD PROGRAMS TO ENCOURAGE ATTENDANCE AND PUNCTUALITY

Weekly Raffle: One student per year group who has attended 5 days (all day, every day and on time) in the previous week will be randomly chosen to receive a canteen voucher/award at the Monday Morning Assembly.

Fortnightly Assembly Award: The K-2 class that has had the best attendance over the past fortnight will be awarded the bilby mascot for two weeks. The 3-6 class that has had the best attendance over the past two weeks will have access to additional playground equipment.

Class Reward: The 3-6 class and the K-2 class with the highest rate of attendance (least number of absences) over a five-week period will have a pizza party.

Annual Attendance Awards: Students who have had 98%-99% attendance by the end of Term 4 Week 8 will receive an award at a special Attendance Assembly to be held before the end of the year. Students will also receive a treat (ice block/chips/juice/etc). Students who have 100% attendance by the end of Term 4 Week 8 will receive an Attendance Medallion.

## DOCUMENTATION

All office slips, notes from parents, printouts and any other important documentation must be kept in a Class Attendance document folder. The teacher **must** enter the details of the notes/slips into SENTRAL as soon as possible. Notes/slips need to be initialed and dated to indicate they have been entered. These notes need to be given to the office at the end of every term for archiving.

If any staff member contacts parents via notes, ClassDojo, meetings, informal conversations, phone calls, etc, the details **must** be recorded on SENTRAL → Wellbeing → Parent/Carer Contact.


If a student has several absences and notes are being sent home (*see appendix H*) – an entry on SENTRAL must be completed under Parent/Carer Contact identifying that this contact has been made. The copies of the letters and details of correspondence are **crucial** if HSLO support is to be sought.

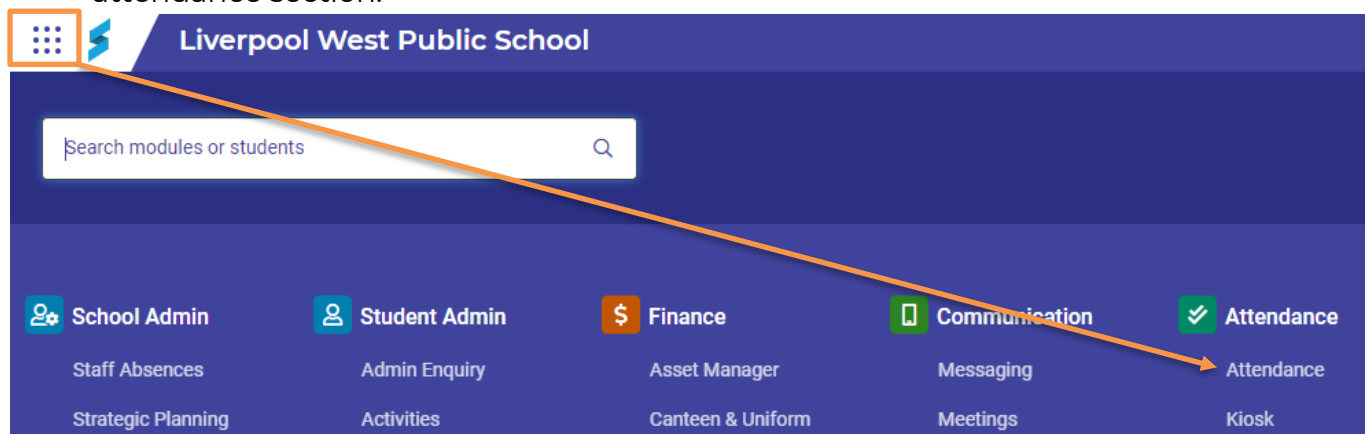
(see APPENDICES H, I, J and K)

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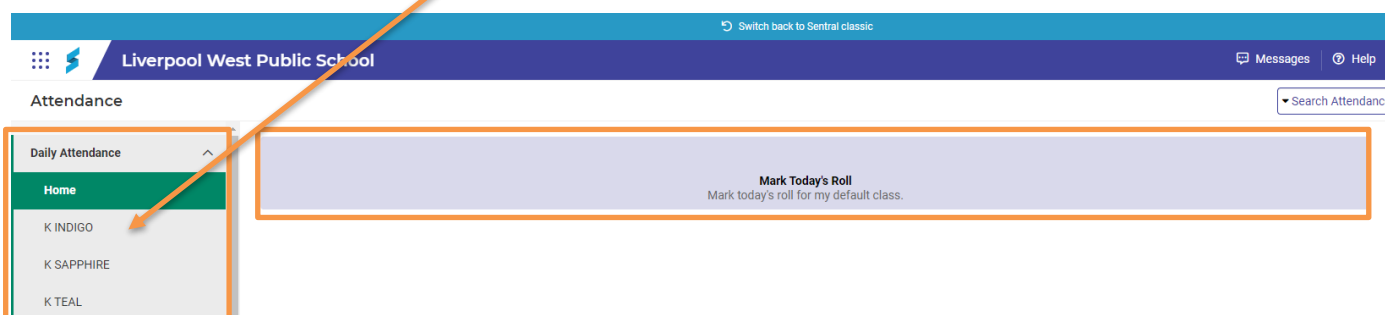
## SENTRAL

Follow steps below or [here](#)

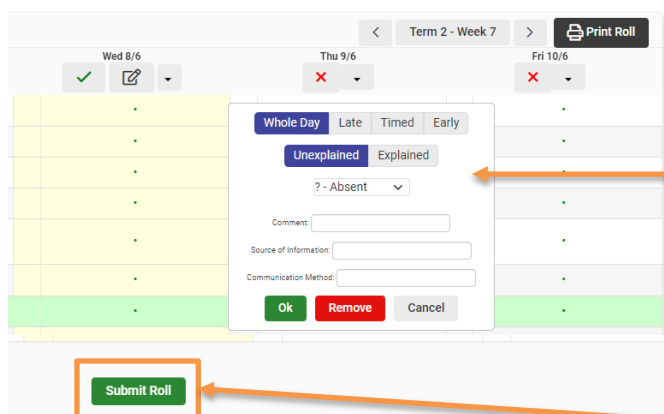
- To login to SENTRAL please click [here](#) or type the URL into the address bar <https://lwps.sentral.com.au/>.
- Type in your username: **firstname.lastname** and password (your password is your DoE password).
-  Select the waffle (nine dots) icon in the top left corner of the screen to access the attendance section.



- Click on the header box 'Mark Today's Roll for my default class' (if you are covering a class you will need to select the class from the options on the left).



- The day that you are marking the roll is highlighted in yellow out of the options. All students are assumed present. You only click on the dots for the students that are absent, when a student is selected that row will highlight in green



- This box appears when you click on a dot for a student who is absent.
- Click on the required boxes to complete the absence information.
- Absences can be recorded using SENTRAL for several weeks after the absence.

- Once completed it is ESSENTIAL that you click the Submit Roll button **by 9:25am**.

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## APPENDIX G

Whole Days Absent			
REASON GIVEN	Justified	Unjustified	Explained
<b>Sick - Flu, Cold, Headache etc</b>	Sick – if more than 2 days a medical certificate should be requested		
<b>Family reasons, for example funeral, death in the family</b>	1-2 days is acceptable – school should ring if there are further days and request an explanation.		
<b>Missed Bus no other Bus to catch.</b>		☹️ Students would be aware of this and should ensure they catch the bus on time.	☹️
<b>Hospital Visit</b>	😊		
<b>Dentist Appt</b>	😊 Should be requested to be outside of school hours.		
<b>Counsellor appt outside</b>	😊 Should be requested to be outside of school hours.		
<b>Doctors / Dentist Appt</b>	😊 Should be requested to be outside of school hours.		
<b>Gone away for the weekend (Taken Mon or Fri off)</b>		☹️	☹️
<b>Refusing to come to school</b>	Year Advisor or DP should be notified and parent contacted to discuss.	☹️	☹️
<b>Religious Day, for example EID</b>	😊 One day is acceptable – any further days should be classified as Unjustified & explained.		


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Late to School			
Reason For lateness	Justified	Unjustified	Explained
Running Late		☹️	☹️
Blaming the sibling		☹️	☹️
Traffic		☹️	☹️
Slept In		☹️	☹️
Car Trouble		☹️	☹️
Flat Tyre		☹️	☹️
Traffic accident causing lateness	PRINCPAL DISCRETION SHOULD BE USED ON THIS ONE.		
Missed the Bus		☹️	☹️
Family Member running late who drops of the student		☹️	☹️
Forgot something at home and returned to get it		☹️	☹️
Gone to Uniform Shop before school		☹️	☹️
Walking to slow to class		☹️	☹️
Slept in		☹️	☹️
Traffic outside of school		☹️	☹️
A major Traffic jam that we know about	PRINCPAL DISCRETION SHOULD BE USED ON THIS ONE.		
A bus is running late or missed picking up students is not students' fault	PRINCPAL DISCRETION SHOULD BE USED ON THIS ONE.		

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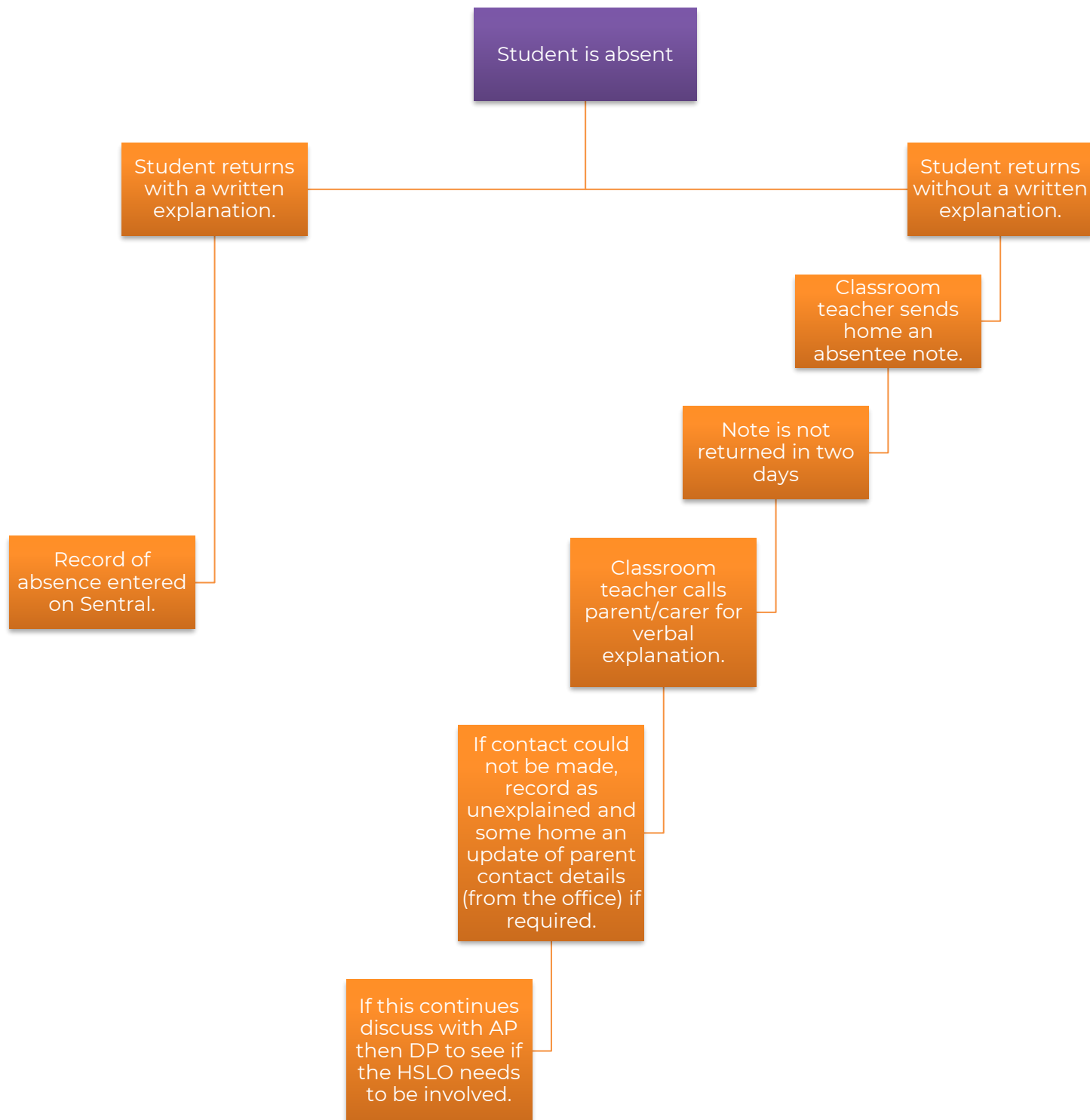
APPENDIX H  [Absentee Note.pdf](#)

	<b>LIVERPOOL WEST PUBLIC SCHOOL</b>	
	79-81 Hoxton Park Road LIVERPOOL NSW 2170 Phone: 02 9602 8062 Fax: 02 9822 5093 liverpoolw-p.school@det.nsw.edu.au	
Students' Name: _____	Students' Class: _____	
Date/Dates of Absence: _____		
Reason for Absence: (Please tick one)		
<input type="checkbox"/> SICK (Please explain) _____		
<input type="checkbox"/> RELIGIOUS CELEBRATION		
<input type="checkbox"/> FAMILY REASONS (Please explain) _____		
<input type="checkbox"/> OTHER _____		
Attached is a medical certificate: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Parent/Caregiver Signature: _____		Date: _____

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## APPENDIX I

### Absence Procedure for Occasional Absences





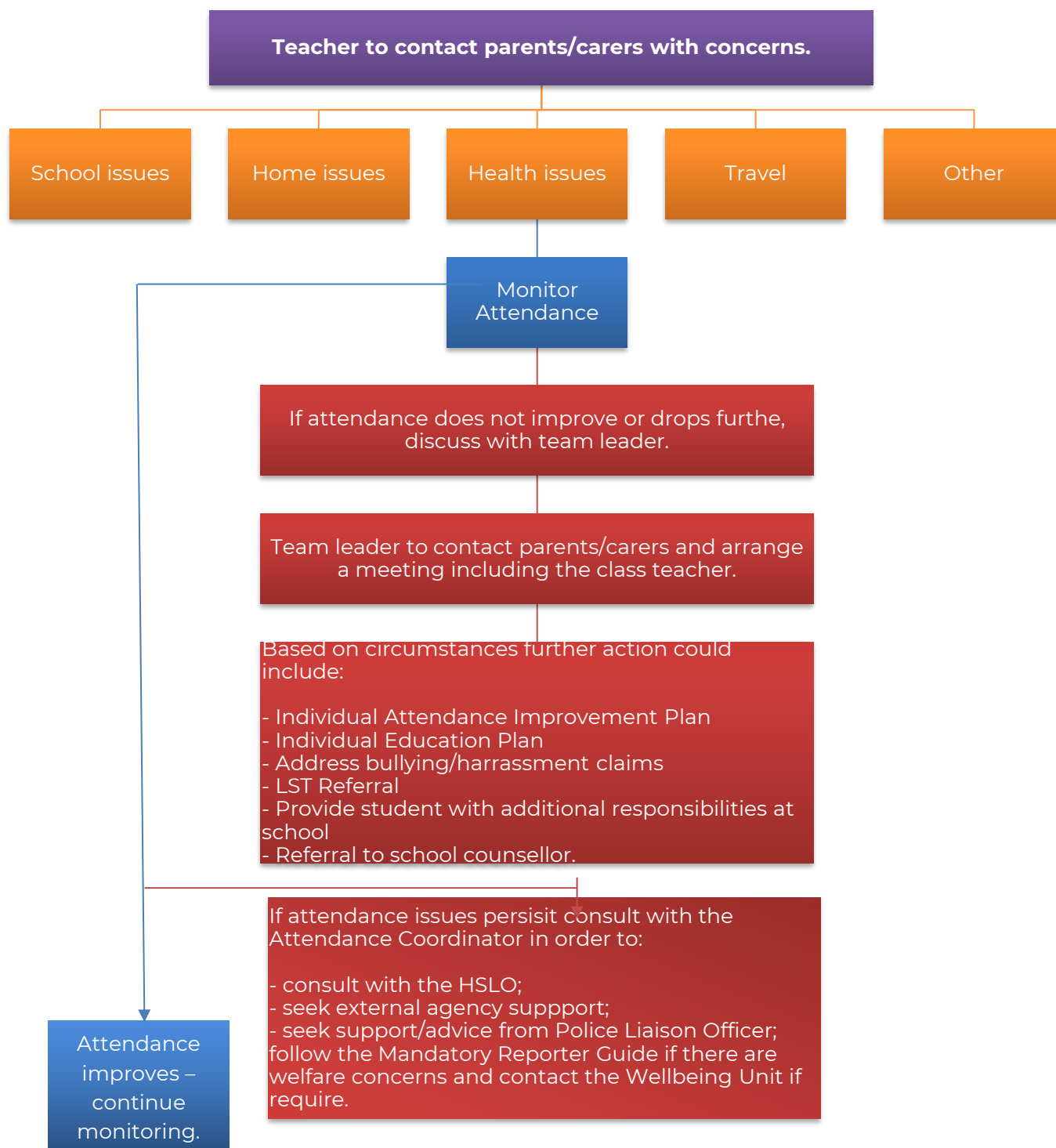
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## APPENDIX J

### Absence Procedure for Habitual Absences

**See Guidelines for Supporting Student Attendance - <https://bit.ly/3au8LjN>**  
**LWPS Patterns of habitual absence identified.**

- 5 unexplained days in a term
- ongoing explained absences



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## APPENDIX K

### Procedure for Regular Partial Absences

