



HOLLYWOOD PRIMARY SCHOOL

Attendance Guidelines 2021

Hollywood Primary School is committed to providing a safe, supportive learning environment where all students experience success through active participation and engagement in purposeful learning. Regular attendance (95% and above) and participation at school have a direct positive effect on student outcomes (ACARA, 2019). At Hollywood Primary School there is an expectation that once enrolled, students will attend regularly to ensure positive attendance patterns are fostered.

Legislation

Section 23 of the *School Education Act 1999* requires students to attend school, or participate in an educational program of the school, on the days on which it is open for instruction.

A student may be excused if they are prevented from attending due to temporary physical or mental incapacity, or other reasonable cause (Section 25); cultural or religious observance (Section 30); or suspension (Section 90).

When a student's attendance falls below 90% or is identified as a concern, the *Student Attendance policy and procedures* require the school to investigate the reasons for a student's absence, discuss this with parents and implement strategies for improvement that are linked to the causes of absence.

Hollywood Primary School manages student attendance in accordance with the Department's Student Attendance Policy. This includes:

- Maintaining accurate attendance records.
- Responding to Department requests for reporting and disclosure of attendance data.
- Managing alternative attendance arrangements where these are appropriate.
- Addressing student absence.
- Developing plans for students with persistent absence.
- Retaining all relevant documentation.
- Keeping accurate attendance records for every student enrolled at the school.
- Recording whether a student's absence was authorised or unauthorised.
- Recording a student as:
 - Present for a half day when the student has attended at least two hours of instruction.
 - Present if they are on a school-approved activity.
- Requesting that a reason for a student's absence be provided to the principal's satisfaction.
- Investigating the reasons for a student's absences where attendance falls below 90% or is identified as a concern.

Attendance Processes at Hollywood Primary School

Recording attendance

- Attendance is to be recorded daily on Integris prior to 9:15am. Teachers are to ensure they use the correct attendance codes as per the attached code index.
- Late Arrivals:
 - Students who arrive after 8:50 am must sign in at the office and collect a late note.
 - The reason and time of arrival will be entered on Integris by the front office staff.
 - Students hand the late note to their teacher on arriving to class.
 - If students do not have a late note, the teacher will direct them back to the front office to sign in and collect a note.

Unexplained Absences and Monitoring

- Where a student has been absent without explanation for longer than 3 days, classroom teachers should contact the family to establish the reason for absences.
- The Associate Principal will periodically conduct attendance screening and follow up on any persistent late arrivals and attendance rates below 90%.
- Case-management meetings and attendance plans will be established if required.
- Where applicable the expertise and experience of the school Chaplain and School Psychology Services will be used to re-engage students.
- Where non-attendance persists and falls into the severe category (less than 60%) and the intervention strategies implemented have not been successful in restoring the student's attendance, the school will contact the School Engagement Team at NMREO for support.

Date for review: _____

Code	Description	Type	Status	Notes
/	Present	Present	Resolved	The student is recorded as being present at school. This is the default when daily records are created.
E	Educational Activity	Present	Resolved	The student is recorded as NOT absent from school. The student is involved in an approved educational program such as an excursion and no follow up is required.
W	Withdrawn	Present	Resolved	The student is recorded as NOT absent from school. The student is withdrawn from classroom activities but is still present at school.
M	Medical/Sick Bay	Present	Resolved	The student is in the medical/ sick bay but still present at school. The student is recorded as NOT absent from school.
L	Late	Late	Resolved	The student is late but the degree of lateness is insufficient to have been recorded as a period or session absence. If the student is so late as to have missed more than 25% of a period or session then they should be recorded as absent for that period or session.
R	Reasonable Cause	Authorised Absence	Resolved	The student is recorded as absent from school. An acceptable reason for the student's absence has been provided. Pre- authorised absences will be recorded as an R.
Z	Suspended	Authorised Absence	Resolved	The student is recorded as absent from school. This is an authorised absence.
C	Cultural Absence	Authorised Absence	Resolved	The student is recorded as absent from school. The Principal has authorised this absence because of cultural or religious significance to the family.
N	Notified as Sick	Authorised Absence	Resolved	The student is recorded as absent from school. The Principal has authorised this absence due to confirmation of the student's ill health by the parent.
K	Unapproved Vacation	Unauthorised Absence	Resolved	The student is recorded as absent from school. The Principal has not authorised this absence.
X	Unacceptable Reason	Unauthorised Absence	Resolved	The student is recorded as absent from school. A reason has been given for the student's absence from school but has been deemed unacceptable and further follow up will be required.
U	Absence – cause not yet established	Unauthorised Absence	Unresolved	The student is recorded as absent from school. Sometimes called an Unexplained absence. No reason has yet been established for this absence.
T	Truant	Unauthorised Absence	Resolved	The student is recorded as absent from school. Investigation has revealed that the student has truanted.
Y	Enforced Closure	Not required to attend	Resolved	The student is not required to attend on the selected day. A school can be closed for AM, PM or the whole day for a selected date. The Y code can be applied to the whole school or a selected group of students. Schools can use this code for critical events or amending Kindergarten programs.
F	Flexible Code	Not required to attend	Resolved	The student is not required to attend on the selected day. The F code can be applied to an individual student or a group of students. Schools can use this code for study leave or flexible study arrangements.