

Attendance Initiative 2023- 2025

Here

Every day

Ready to learn

On time

Are you an attendance HERO?



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| NSW Department of Education

Why attendance matters

When your child misses school they miss important opportunities to...



Learn

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Make friends



Build skills through fun



Importance of Attendance

Schools, in partnership with parents, are responsible for promoting the regular attendance of students. Being at school every day and being on time counts. Regular attendance helps students to:

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

Did you know?

Students are expected to have above a 95% school attendance rate, because days missed are years lost. That's why making sure your child comes to school every single day (unless genuinely sick) is so important. (DoE, Every Day Matters).

HERO Initiative

At Nabic Public School, we have introduced the HERO initiative-

Here

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It is through this initiative that we aim to:

- raise community awareness of the importance of attending school on time every day
- raise awareness of attendance processes
- continue supporting students and families
- increase the attendance rate of EVERY student to 95% or above

Attendance Road Map



100%
PERFECT

At school everyday!
You will achieve personal excellence



98%

IMPRESSIVE

Equates to 4 school days off each year

96%
GOOD

Equates to 8 school days off each year



95%

NEARLY THERE

Equates to 10 school days off each year

94%

ON THE WAY

Equates to 12 school days off each year



92%

NEEDS TO IMPROVE

Equates to 16 days off each year

90%

DANGER ZONE – EDUCATIONALLY AT RISK

Equates to 1 month off school each year



88%

SEVERE IMPACT

Equates to over a month off school each year

80%

EXTREME IMPACT

Equates to 2 months off each year



below 80%

DESTRUCTIVE

Highly challenging to access any learning

Based on 195 learning days per year



NABIAC PUBLIC SCHOOL

Attendance Flowchart

Daily Attendance Marking

- * Class Teacher to mark the roll in School Bytes by 9:30am
- * Casual staff who don't have access to School Bytes mark a paper roll and send to office by 9:30am
- * Give verbal reminder to students to bring a note for unexplained absence
- * Class teacher to check reasons for absences are accurately entered into School Bytes.
- * Class teacher to refer attendance concerns to the LST

Two or more Days Absent / Partial Attendance

If a child is away for more than two days and the office has been unable to make contact, the class teacher rings parent/carer for reason (on the third day of being absent). Record attempts and conversations on School Bytes. Dr Cert if required (if an attendance concern) after the third day of absence eg: physically away for 2 days (Mon =S, Tues=S Wed=Dr Cert). If there is a pattern of partial attendance either late arrivals or early pick up, class teacher to initiate contact with parents. If continues class teacher to discuss with AP. AP to initiate contact with family.

Complete LAMP process if necessary. Email weekly reports to AP and Principal.

Justified Reasons

Class teacher to ask students for any letters daily. Record if parents have sent justified reasons in within **7 days of being absent only**. Examples of justified reasons are:

- being sick, or having an infectious disease
- having an unavoidable medical appointment
- being required to attend a recognised religious holiday
- exceptional or urgent family circumstance (e.g. attending a funeral).

Daily Office Actions

- * Check all rolls have been marked by 9:30am.
- * Contact class teachers who have not completed roll.
- * Send out text message to all families of students who are absent by 10am.
- * Daily checking of School Bytes text message responses from parents.
- * If there is no response from the text message, phone families the following day for an explanation. Record all attempts and conversations on School Bytes.

Principal Actions

- * Less than 90% attendance report will be discussed with the HSLO and ASLO. Principal will email the class teacher and inform the LST about concerns.
- * LAMP process started by teacher if they feel it is necessary or when flagged by AP, LaST, Principal, HSLO or ASLO.
- * Principal to discuss concerns with HSLO/ASLO and make referrals for support when necessary.
- * Principal to refer to MRG when necessary.
- * Principal to ensure communication with families through newsletters, Facebook and letters home.

The attendance flowchart outlines the responsibility of school staff.

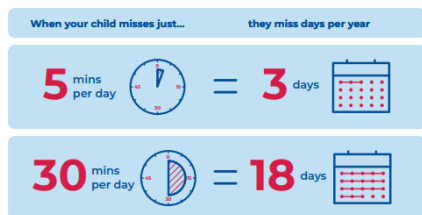
Communication

There are many opportunities to communicate the importance of attendance to families and students. At Nabiac Public School we:

- hold a Kindergarten Orientation Day in Term 4. During this day a presentation is given to families including the importance of attendance and ways the school and families work in partnership to support students' engagement in learning, sense of belonging and positive social connections.
- send daily text messages to families whose children are absent from school. A follow up phone call is made by the office to anyone who has not responded to the text. This allows for absences to be explained.
- explain the importance of students arriving on time through letters home, phone calls made, newsletter items and Facebook posts.
- hold a meet the teacher opportunity for families to attend and learn about school priorities inclusive of attendance and classroom routines.
- initiate three-way interviews at the end of Terms 1 and 3 where individual student attendance is reviewed and discussed.
- include part day and full day attendance data in Terms 2 and 4 school reports.
- include regular posts on Facebook and in the newsletter to celebrate attendance and inform the importance of attendance.
- analyse class attendance rate weekly to celebrate the class with the highest attendance rate. An email detailing each classes weekly attendance rate is sent. The class with the highest attendance rate is celebrated on Facebook, in the newsletter and school noticeboard. The class is presented an award at the morning assembly.
- display weekly attendance rates in each classroom, enabling teachers to have a discussion about the classes progress.
- send an attendance letter home every 5 weeks. This letter outlines the students 5 weekly attendance rate and the rate from the beginning of the year.

Minutes lost = days lost per year

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



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Patterns of lateness can have a serious impact on your child's education.

Days missed = years lost

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



education.nsw.gov.au

Attendance letter sent home at the beginning of the year.

Weekly class certificate and Facebook post.

NABIAC PUBLIC SCHOOL

Principal: Mrs Lorelle O'Brien



ATTENDANCE MATTERS

28/7/23

Dear Parents and Carers,

Schools, in partnership with parents, are responsible for promoting the regular attendance of students. Being at school every day and being on time counts. Regular attendance helps students to:

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

Importance of arriving on time

Arriving at school and being in class on time ensures that students do not miss out on important learning activities scheduled early in the day, helps students learn the importance of punctuality and routine, gives students time to greet their friends before class and reduces classroom disruption.

• If your child is late to school, please walk them to the front office to sign them in and provide a reason for being late. Lateness is recorded as a partial absence and must be explained by parents and carers.

What if my child must be away from school?

On occasion, your child may need to be absent from school. Justified reasons for student absences may include being sick, or having an infectious disease, having an unavoidable medical appointment or exceptional or urgent family circumstance (e.g. attending a funeral).

• If your child is absent you will receive a text message from the school. Please text back to explain their absence. Every day absent will require a reason. If your child is absent for more than 3 days, a medical certificate should be provided. If no explanation is given you may receive a phone call from the school.
• If you do not provide a justified reason, the absence will be marked as explained but will remain unjustified. If you do not provide a reason for being absent it will remain as unexplained and unjustified.

Some unjustified reasons may include - slept in, missing the bus on multiple occasions, birthdays etc.

Please note: all reasons for being late or absent from school must be explained within a 7-day calendar period as stated in the Department of Education Attendance Policy.

Travel

Families are encouraged to travel during school holidays. If travel during school term is necessary, please discuss this with the front office. An Application for Extended Leave may need to be completed. If approved by the Principal, absences relating to travel will be marked as leave on the roll and therefore contribute to your child's total absences for the year.

If you have any questions, please do not hesitate to contact the school.

Kind Regards,

Lorelle O'Brien, Principal

congrats!
Year 4

YOU DID WELL WEEK 7 TERM 2
Your collective attendance rate was 92.8%

Which grade will have the highest attendance rate this week?
The aim is 95% or above.

Classroom weekly attendance monitoring poster

Five weekly student acknowledgement for above 95% attendance.

OUR T3 ATTENDANCE

WEEK 1 WEEK 2 WEEK 3
WEEK 4 WEEK 5 WEEK 6
WEEK 7 WEEK 8 WEEK 9

A cartoon frog superhero character is at the bottom.

HERO Award

Here
Every day
Ready to learn
On time

THIS IS AWARDED TO
NAME

Congratulations!
Your attendance rate for Term 3 was 95% or greater.

CLASS TEACHER
16.10.23

Lateness and Attendance Monitoring Program (LAMP)

Letter to parents explaining the HERO initiative



NABIAC PUBLIC SCHOOL Lateness and Attendance Monitoring Program (LAMP)

T1	a	pa
T2	a	pa

NAME: _____
 CLASS: _____
 TEACHER: _____

Term 1	M	T	W	T	F	STUDENT DETAILS	Term 2	M	T	W	T	F
1						DOB: _____	1					
2						Parents: _____	2					
3						Caregiver: _____	3					
4						Address: _____	4					
5						Ph (Hm): _____	5					
6						Ph (M/Mb): _____	6					
7							7					
8							8					
9							9					
10							10					

Intervention

Attendance Reward for 5 consecutive days attendance:

Date	Action	Suggested Actions
Step 1	CRT	<p>3 to 4 weeks max. with weekly feedback to DP (email)</p> <p>Discuss attendance and decide on reward for 5 consecutive days <u>attendance</u>; record on back <u>eg</u> points/award/ individual incentive</p> <p>Monitor daily – if absent, phone parents to ascertain reason – record on back (day of absence)</p> <p>Parent contact if no improvement – record on back and attach minutes of meeting to this sheet and copy in student file</p> <p>After 3 weeks good attendance and in consultation with AP, discontinue lamp but class teacher monitor.</p> <p>If no improvement after 3-4 weeks, refer to executive and LST referral</p>
Step 2	+AP	<p>2-3 weeks max. with weekly feedback to DP (email)</p> <p>AP- Student interview with CT</p> <p>AP- Parent Meeting with CT</p> <p>Inform Principal to send letter home re poor attendance – attach copy to this sheet and copy to student file.</p> <p>After 3 weeks good attendance and in consultation with AP, discontinue lamp but class teacher monitor closely</p> <p>If no improvement after 3-4 weeks, CT refer to Principal</p>
Step 3	+DP	<p>1-2 weeks max.</p> <p>Parent meeting Principal and LaST</p> <p>If no improvement, Letter 1 to parent – attach copy to this sheet</p>

NABIAC PUBLIC SCHOOL

Principal: Mrs Lorelle O'Brien



Clarkson Street, Nabiac 2312

Telephone: 6554 1122 and 6554 1247

Attendance Initiative

27/7/23

Dear Parents and Carers,
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- be more aware of career and life options.

Students are expected to have above a 95% school attendance rate, because days missed are years lost. That's why making sure your child comes to school every single day (**unless genuinely sick**) is so important. (DoE, Everyday Matters).

At Nabiac Public School, we have introduced the HERO initiative-



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It is through this initiative that we aim to:

- raise awareness of the importance of attending school on time every day
- raise awareness of attendance processes
- continue supporting students and families
- raise the attendance rate of students who are below 95%

As you may have seen in the newsletter or on Facebook, we have been celebrating the class with the highest attendance rate each week. Another new initiative is a 5 weekly letter that will be sent home with students, indicating your child's five weekly attendance rate and their attendance rate from the beginning of the year to that point in time. The attendance rate is inclusive of all partial attendance days (late or early pick up) and all full days when your child is not at school. We are aiming for 95% attendance, but totally understand and support that there are times where your child may be genuinely sick, or something may happen where they unable to attend. You will also be able to reflect on this information when looking at the attendance percentage. Please don't forget, we are here to help. If you are having any difficulties, concerns, or questions, don't hesitate to contact the school.

Kind Regards,
 Lorelle O'Brien
 Principal

Attendance Improvement plan

School Attendance Support Plan

School: _____ Student: _____ DOB: ___/___/___ Date: ___/___/___

Regular attendance helps students to; develop a sense of belonging, maintain and develop friendships, progress with learning and be more engaged at school.

Barriers/Blockers	Strategies	Responsibilities
Text about why don't attend school	Strategies to attend school	Who is responsible

Plan start date: ___/___/___

Plan end date: ___/___/___

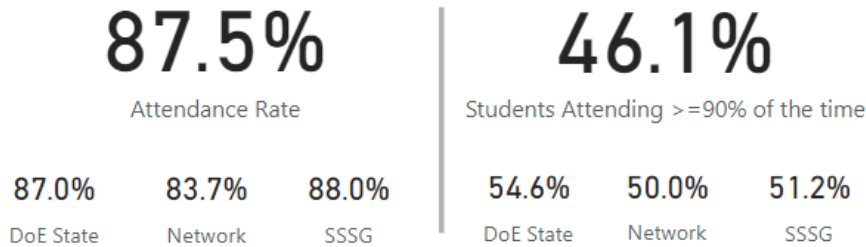
This plan was created by: _____

In consultation with: _____

The strategies above are designed to re-engage and promote attendance of your child. If these are unsuccessful the school may look to the Department's Regional Attendance Team for further support.

Scout Data

Scout data is harvested 5 weekly to show how Nabiac Public School's attendance rate is progressing in relation to the state, network and statistically similar school groups. This data is shared with staff on the staffroom wall.



An example of what the Scout data looks like.

Tiered Support

Student attendance data is monitored by the class teacher, learning and support teacher and Principal. Attendance is regularly discussed at the learning and support meetings, once a week. Tiered systems in place for students who require additional support to improve regular attendance. Regular communication with home, engaging external service support if needed, creating a school-based attendance plan and personalised learning and support plans are some strategies used to work collaboratively with families. The Principal meets fortnightly with the HSLO to monitor student attendance.

Attendance Intervention

Affirmation: 95%-100%

- Monitor and reinforce importance of regular student attendance with students
- Regularly promote the importance and benefits of regular attendance in school communications
- Develop positive teacher-student relationships
- Implement a range of both formal and informal methods to celebrate excellent attendance
- Monitor attendance data for signs of slippage with regard to attendance rates



Proactive: 90%-94%

- Monitor and reinforce importance of regular student attendance with students
- Regularly promote the importance and benefits of regular attendance in school communications
- Develop positive teacher-student relationships
- Implement a range of both formal and informal methods to celebrate excellent attendance
- Regular monitoring of attendance data for signs of slippage with regard to attendance rates and make contact with student/parent if attendance level drops



Tier 1 Intervention: 80%-89%

- Collaboratively work with student and parent/carer to understand the underlying factors contributing to non-attendance such as literacy/numeracy, learning needs, disability, EAL/D (E.g. Interviews, direct correspondence, regular parent updates on attendance rates)
- Monitor and reinforce importance of regular student attendance with students & intervene if signs of slippage
- Regularly promote the importance and benefits of regular attendance with parents of identified students
- Develop positive teacher-student relationships – consider allocating an attendance mentor
- Implement a range of both formal and informal methods to celebrate attendance improvement
- Regular parent update on attendance rate until at or above 90%



Tier 2 Intervention: 50%-79%

- Senior executive collaboratively works with student and parent/carer to understand the underlying factors contributing to non-attendance such as literacy/numeracy, learning needs, disability, EAL/D (E.g. Interviews, direct correspondence, weekly parent updates on attendance rates)
- Implement an attendance contract with students and parents/carers
- Senior executive monitor and reinforce importance of regular student attendance with students and parents/carers
- Regularly promote the importance and benefits of regular attendance with parents of identified students
- Referral to learning support team (or equivalent) and allocate an attendance/learning mentor
- Implement a range of both formal and informal methods to encourage attendance improvement
- Given the individual circumstances of each child and the reasons provided for absence, consider a mandatory report regarding educational neglect
- Seek attendance support program advice or referral



Tier 3 Intervention: 0%-49%

- Principal collaboratively works with their DEL, student and parent/carer to understand the underlying factors contributing to non-attendance such as literacy/numeracy, learning needs, disability, EAL/D (E.g. Interviews, direct correspondence, weekly parent updates on attendance rates)
- Delivery Support team coordination: Eg. Attendance support program referral (ASLO/HSLO), NSF, Learning & Wellbeing staff, NDIS Coordinator, AP Learning & Support, ACLO, Senior Psychologist, support teachers transition, behaviour specialists, OOH teachers, NGOs.
- Implement an attendance contract with students and parents/carers
- Regularly promote the importance and benefits of regular attendance with parents of identified students
- Referral to learning support team (or equivalent) and allocate an attendance/learning mentor
- Implement a range of both formal and informal methods to encourage attendance improvement
- Given the individual circumstances of each child and the reasons provided for absence, consider a mandatory report regarding educational neglect.

