



HOLLYWOOD PRIMARY SCHOOL

Attendance Guidelines 2024

References

Department of Education, Student Attendance in Public Schools Policy (latest update 4 October 2023)
Department of Education, Student Attendance in Public Schools Procedures (latest update 4 October 20203)
Department of Education, Focus 2024 Document

Rational

Hollywood Primary School is committed to providing a safe, supportive learning environment where all students thrive in their educational and social/emotional development. Early identification and intervention of poor attendance is known to improve student learning outcomes. At Hollywood Primary School there is an expectation that once enrolled, students will attend regularly to ensure positive attendance patterns are fostered.

Aim

For students, staff and parents/carers to have a shared understanding of the importance of attending school regularly. These Attendance Guidelines will establish clear expectations that all children attend school in line with Department of Education requirements. They will help identify when student attendance may be at risk and provide clear strategies to be implemented with the aim of restoring student attendance.

Targets

- Student attendance across year levels to be at 95% or greater.
- Decrease the number of unauthorised vacation absences.

Monitoring

The school will utilise the following to monitor student attendance:

- School Attendance Reporting (SAR) through the DOE portal.
- At the completion of each term: Attendance Summary Report and Longitudinal Attendance Report
- Integris (Attendance Reports)

Responsibilities

Parents/Carers have the responsibility to:

- Ensure your child/ren attend school between 8.45am and 2.55pm to maximise attendance unless there is a valid reason for being away.
- Direct students to enter school via the front office if they arrive late (after 8:45am) to be marked present and to collect a late note to take to class teacher.
- Notify the school office or classroom teacher with a verbal or written explanation of child/ren's absences immediately preceding or just after absence. This can be done via text message with the school's Outreach Message Service number **0437 885 855**, a written note or email to the teacher.
- Provide a Medical Certificate to confirm your child's illness after three or more days of being absent.
- Notify school Principal via email of any intended vacation leave during a school term.
- Complete and return unexplained absentee slips that may be sent home at the end of term.

Teachers have the responsibility to:

- Maintain accurate records of attendance on Integris before 9:30am each day. (Appendix 1 – Lesson Attendance Codes)
- Report any student absences of concern to Administration.
- Contact the parent/guardian if a student is absent for more than three days without a reason and notify Administration.
- Follow up all unexplained absences and update Integris when a reason has been provided.
- Date and initial all notes and explanations that are added into Integris.
- Retain all written explanations from parents and guardians for archiving at the end of the school year.

Administration has the responsibility to:

- Implement and maintain the Hollywood Primary School Attendance Guidelines.
- Manage late arrivals through the front office.
- Maintain accurate attendance records.
- Ensure procedures are in place when following up non-attendance.
- Set up and monitor 9:30am automated text message sent daily to parents/carers notifying of unexplained student absence for that day.
- Issue a Student Early Leaver pass for all students who are leaving school grounds.
- Generate Unexplained Absence letters at the end of each term.
- Monitor and analyse attendance data of all students with a focus on those who are “At Risk” (<90%).
- Issue appropriate Department of Education Attendance letters for low attendance (<80%), arranging case conferences and individual attendance plans when necessary.

Review

These guidelines may be reviewed as needed.

Review Date: March 2025

APPENDIX 1 – Lesson Attendance Codes

CODE	DESCRIPTION	TYPE	STATUS	NOTES
I	Present	Present	Resolved	The student is recorded as being present at school.
E	Educational Activity	Present	Resolved	The student is not absent from school but is involved in an approved educational program away from the school such as an excursion or sports event.
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.
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.
R	Reasonable Cause	Authorised Absence	Resolved	The student is recorded as being absent from school. An acceptable reason for the student's absence has been provided by a parent/caregiver.
Z	Suspended	Authorised Absence	Resolved	The student is recorded as absent from school.
C	Cultural Absence	Authorised Absence	Resolved	The student is recorded as absent from school. The Principal has authorised the 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 absence has been confirmed as being due to ill health by the student's parent and caregiver. Students who are sent home throughout the school day for being sick are also coded N when signed out of administration.
K	Unapproved Vacation	Unauthorised Absence	Resolved	The student is recorded as being absent. The Principal has not authorised this absence.
X	Unacceptable Reason	Unauthorised Absence	Resolved	Reason has been given for the absence however, it is unacceptable and may require follow up.
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 the 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 school on the selected day. A school can be closed for AM, PM or the whole school day for a selected date. The Y code can be applied to the whole school or a selected group of students. Schools use this code for critical events.