



**Attendance
Procedures
(Community)**

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Why is school attendance important?

Research highlights a clear correlation between student attendance and the achievement of quality academic, socio-economic and health outcomes. This research tells us that students with an attendance rate below **90%** are educationally **at risk**.

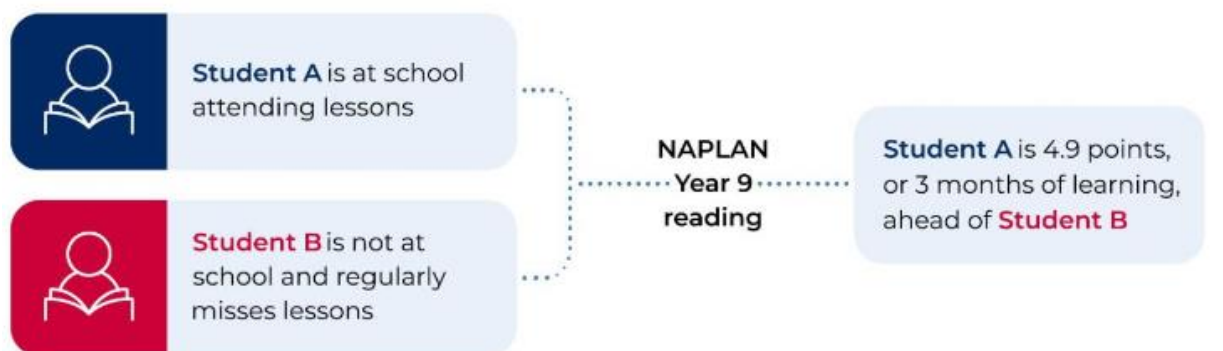
In NSW, Year 9 students who report positive attendance behaviours in Year 7 and 8, are on average **3 months** ahead of their peers, who exhibited poorer attendance behaviours.

Students are expected to attend school above **95%** of the time.

What are the impacts of low attendance on students?

- Lower academic performance
- Higher likelihood of dropping out
- Social isolation from the school community and peers
- Poorer long-term health and social outcomes
- Increased likelihood of involvement with criminal activity
- Increased likelihood of requiring social assistance

The Effect of Attendance Behaviours in Year 7 on Year 9 NAPLAN reading scores:



For further information download the *Every Day Counts* student attendance guide.

[Every Day Counts student attendance guide \(PDF 4.86 MB\)](#)

School Start and Finish Times

School starts at **8:40am** and finishes at **3:00pm** except on **Tuesdays** when we finish at **2:20pm**.

Students are expected to be at school at **8:40am**. If students are late, they need to sign in at the front office with a note explaining their lateness.

Types of Non-Attendance

In NSW, absences are divided into 2 categories, **justified** and **unjustified**:

Justified

Absences are considered justified if the child was prevented from attending school because of a medical condition, or because of some accident or unforeseen event. (**Section 23 of The Education Act 1990**).

Types of justified leave:

- Illness
- Unavoidable medical appointment
- Recognised religious holiday
- Urgent family circumstance e.g. attending a funeral

Unjustified

These absences are considered optional and/or non-urgent and cover a wide range of behaviours including:

- Birthdays
- Other siblings being sick
- Ongoing car issues
- Unapproved leave
- Non-urgent family issues
- Taking care of family members
- Extreme weather conditions

There is a distinction between a **school refuser** and a **truant**.

A **school refuser** is someone who due to emotions such as anxiety or worry does not want to come to school. Whereas, a **truant** is a student who is not engaged with or lacks the motivation to come to school.

When attendance falls below **90%**, a student is considered chronically absent.

In NSW, 10% of the school year is equivalent to **18.8 full days**.

Travel

Travel during school terms can be very disruptive to your child's learning, therefore, we recommend delaying travel for school holiday time. If travel is necessary during the school term, leave will need to be approved by the school principal. An **Application for Extended Leave-travel** will need to be completed (see appendix).

Legal Definition of Attendance in NSW

A child is of compulsory school age if the child is or above **6 years** of age and under **17 years** of age.

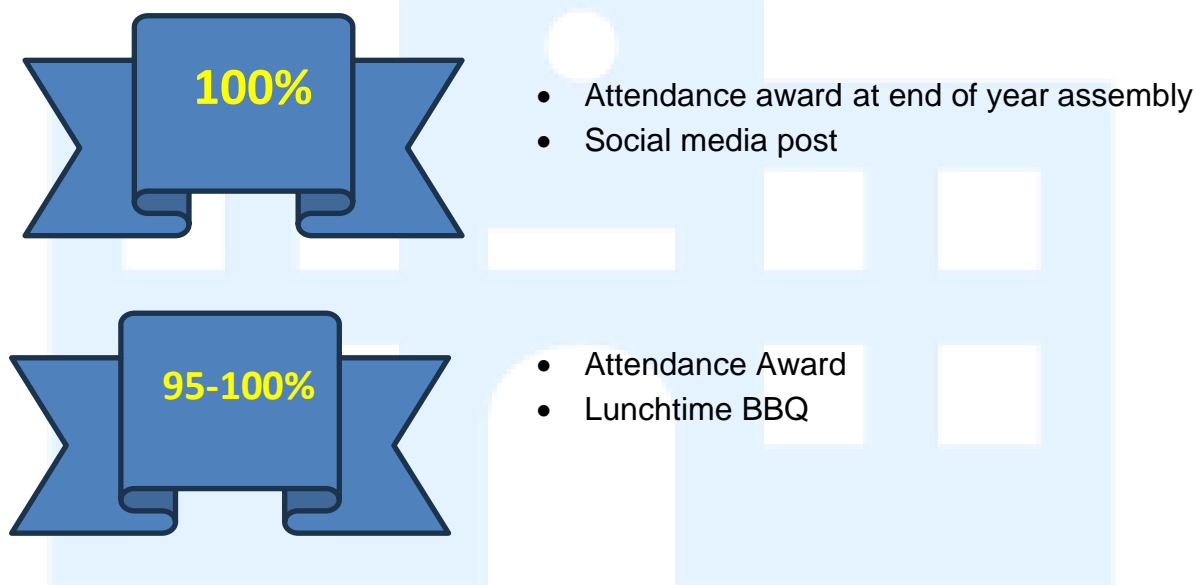
All NSW students must attend school until they attain their RoSA (year 10), qualifications. After which they may continue on to Year 11 and 12 **OR** undertake approved education and training such as an apprenticeship and TAFE course, Paid work (25 hours or more) or a combination of these activities.

Students may leave school before they attain RoSA if they undertake an apprenticeship and enrol at TAFE.

It is the duty of the parent/ guardian of a compulsory school-age child to be enrolled and to attend a government school or a registered non-government school, or to be registered for home-schooling. **(Section 22 of The Education Act 1990).**

Reward for Excellent Attendance

SJBHS implements a reward-based system to encourage exceptional attendance.



The school organises a weekly sausage sizzle Monday mornings from 8:00am, to encourage students to attend school on time.

Students with over 90% attendance will be presented with the opportunity to attend an excursion to Jamberoo Action Park in Week 8 of Term 4.

When a Student is Absent

When a student is absent, there are several ways parents can alert the school to their absence:

- They can respond to the text message sent out by office staff by 11am, after homeroom teachers have confirmed their child's absence.
- Send a note to the office upon their child's return to school.
- Send a message to the school via the school's Sentral portal.
- In the event that a student has been absent for **3 days** or more, a medical certificate will be required upon their return to school.

Process for Late Arrivals

Students who arrive to school late without a valid reason will be subject to the school's late procedures:

- *First Late Incident:* Students receive a warning (text message sent to parents)
- *Second Late Incident:* Make up time after school
- *Third Late Incident:* Formal caution issued
- *Fourth Late Incident:* Suspension issued

Make up Time: This will be run Mondays, Wednesdays and Fridays 3:00-3:30pm and be supervised by the school's Attendance Officer and a Deputy Principal. During make up time, students will be encouraged to complete outstanding schoolwork or homework. They will not be allowed to use their phones during this time.

If a student needs to complete make up time, their parents will receive a text message to inform them. If a student cannot attend the make up time, their parents need to call the Attendance officer on 9773 6054.

In the event that a student **does not** attend make up time without a valid reason, they will be referred to the relevant Deputy Principal who will issue a **Formal Caution**.

Note: Late arrivals will be accrued throughout the school term and reset only at the conclusion of the current term.

Reasons for Late Arrivals

Sir Joseph Banks High School will be following the Department of Education's guidelines in regard to justified reasons for lateness.

Some examples of Justified reasons for lateness include:

- Medical appointments with a doctor's certificate
- Late bus which is confirmed with bus company
- Traffic as a result of a major incident

Unjustified reasons for lateness include:

- Students missing their regular bus
- Traffic as a result of leaving home late
- Student sleeping in
- Dropping off sibling at another school
- Living out of school catchment area

Leaving Early

If a student needs to leave early, they must bring a note in explaining why they are leaving and the time they need to leave. Alternatively, their parent/caregiver may call the school and request early leave.

If a student is in Years 7-10, they must be picked up by a parent, caregiver or someone over the age of 18.

If a student is unwell and would like to be picked up by their parent/caregiver:

- They will need to gain permission from their relevant Deputy Principal
- The Deputy will contact the front office
- The front office will call the parent/caregiver to make arrangements for the student to be picked up.

Year 11 and 12 students may leave on their own provided their parent/caregiver has given prior permission to the school.

Contact Staff on Attendance Matters

Principal

Mr Rabieh Gharibeh (extended leave)

Attendance Officer

Ms. Fatin Quadan (daily attendance and lateness)

Deputy Principal Year 7/10

Mr Brett Palmer

Deputy Principal Year 8/11

Ms Souad Khodary

Deputy Principal Year 9/12

Mrs Melanie Check



Appendix 1: Exemption from School

NSW Department of Education

Application for extended leave - travel

Note: Part A is to be completed by the student's parent and returned to their child's school principal. Separate applications are to be completed for each school if siblings do not attend the same school.

Part A: Student details

Please complete table below with details of all students associated with the period of travel:

Family name	Given name	DOB	Age	Grade	SRN

Student address: Postcode:

School name

Dates of extended leave applied for: From to

Number of school days:

Reason for travel

Relevant travel documentation such as an e ticket or itinerary (in the case of non flight bound travel within Australia only) must be attached to this application.

Details of prior exemptions/extended leave – travel (if applicable)

Date of prior exemption/extended leave: From to

Number of school days:

Copy of Certificate of Exemption/Extended Leave - Travel attached: Yes No

education.nsw.gov.au



Part B: To be completed by the principal

I accept this *Application for Extended Leave - Travel*. Yes No

Please provide more detail here (if required):

Principal's name: Phone number:

Signature of principal: Date:

Note: Please complete the Certificate of Extended Leave - Travel if requested leave is to be provided.

Appendix 2: School Timetable



SIR JOSEPH BANKS HIGH SCHOOL

Bell Times

Period	Monday	Tuesday	Wednesday	Thursday	Friday
HR	8:40 – 9:00	8:40 – 9:00	8:40 – 9:00	8:40 – 9:00	8:40 – 9:00
1	9:00 – 10:00	9:00 – 10:00	9:00 – 10:00	9:00 – 10:00	9:00 – 10:00
2	10:00 – 11:00	10:00 – 10:55	10:00 – 11:00	10:00 – 11:00	10:00 – 11:00
Recess	11:00 – 11:30	10:55 – 11:25	11:00 – 11:30	11:00 – 11:30	11:00 – 11:30
3	11:30 – 12:30	11:25 – 12:20	11:30 – 12:30	11:30 – 12:30	11:30 – 12:30
4	12:30 – 1:30	L 12:20 – 12:50	Years 11 & 12 Early Leave	12:30 – 1:30	12:30 – 1:30
Lunch	1:30 – 2:00	Years 9 & 10 Sport 12:50 – 2:20		1:30 – 2:00	1:30 – 2:00
5	2:00 – 3:00	Years 7 & 8 Period 4 12:50 – 1:35 Years 7 & 8 Period 5 1:35 – 2:20		2:00 – 3:00	2:00 – 3:00
				Staff Meeting (3:00 – 4:00)	



SIR JOSEPH BANKS HIGH SCHOOL

Winter Bell Times

Period	Monday	Tuesday	Wednesday	Thursday	Friday
Home Room	No Home Room – straight to Period 1	8:40 – 9:00	8:40 – 9:00	8:40 – 9:00	8:40 – 9:00
1	8:40 – 9:40	9:00 – 10:00	9:00 – 10:00	9:00 – 10:00	9:00 – 10:00
2	9:40 – 10:40	10:00 – 10:55	10:00 – 11:00	10:00 – 11:00	10:00 – 11:00
Assembly	10:40 – 11:00				
Recess	11:00 – 11:30	10:55 – 11:25	11:00 – 11:30	11:00 – 11:30	11:00 – 11:30
3	11:30 – 12:30	11:25 – 12:20	11:30 – 12:30	11:30 – 12:30	11:30 – 12:30
4	12:30 – 1:30	L 12:20 – 12:50	Years 11 & 12 Early Leave	12:30 – 1:30	12:30 – 1:30
Lunch	1:30 – 2:00	Years 9 & 10 Sport 12:50 – 2:20		1:30 – 2:00	1:30 – 2:00
5	2:00 – 3:00	Years 7 & 8 Period 4 12:50 – 1:35 Years 7 & 8 Period 5 1:35 – 2:20		2:00 – 3:00	2:00 – 3:00
				Staff Meeting (3:00 – 4:00)	