



HASSALL GROVE PUBLIC SCHOOL

Procedures for the implementation of the NSW DoE Attendance Policy

Implementation Date: April 2025

Review Date: April 2026

Rationale: Regular attendance at school for every student is essential if students are to achieve their potential, and increase their career and life options. Schools in partnerships with parents are responsible for promoting the regular attendance of students. While parents are legally responsible for the regular attendance of their children, school staff, as part of their duty of care, record and monitor part and whole day absences. Schools, in providing a caring teaching and learning environment, which addresses the learning and support needs of students, including those with additional learning and support needs or complex health conditions, foster students' sense of wellbeing and belonging to the school community.

School staff are responsible for supporting the regular attendance of students by:

- providing a caring teaching and learning environment which fosters students' sense of wellbeing and belonging to the school community.
- promoting regular attendance at school through teaching and learning activities that acknowledge the learning and support needs of students.
- maintaining accurate records of student attendance.
- alerting the principal, or staff member responsible for monitoring attendance, when a student's pattern of attendance is of concern, or if no explanation is received from the parent or carer within required timeframes
- when nominated by the principal, liaising with external agencies, arrange referrals, and coordinate involvement of the school with other services and agencies working with students, and provide feedback about outcomes to the principal.
- reporting concerns about the safety, welfare or wellbeing of a child or young person to the principal.
- implementing programs and practices to address attendance issues when they arise
- providing clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance

Student Attendance in Government Schools: Procedures (2015)



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Hassall Grove Attendance Procedures

1. Every morning, **as early as possible (by 9:15am)**, rolls will be maintained at Hassall Grove Public School by the **first teacher supervising the class** using the electronic attendance system provided in School Bytes.
 - a. Please see (Appendix B) for more information on how to mark a class roll on School Bytes.
 - b. RFF teachers are required to mark class rolls at the beginning of the day
 - c. In the event of a classroom teacher being absent;
 - i. a teacher with roll marking authority for the absent teacher's class may electronically mark the roll using School Bytes.
 - ii. a manual (paper) roll can be marked and sent to the office for entering by office staff.
 - iii. upon classroom teacher's return from absence, they are to check attendance data on School Bytes and amend if required.
2. If a student arrives **late (after 9:00)**, that student must collect a late note from the school office and hand it to the classroom teacher.
 - a. The front office is responsible for entering the student's late arrival into School Bytes.
 - b. If able, office staff are to assign a reason for the absence and include this reason in School Bytes.
 - i. A parent explanation is required for the reason to be justified. A parent may attend the office with the student and provide a reason verbally, or the student can present a note from the parent explaining their lateness. Parents can also explain these absences via the School Bytes Parent Portal.
 - ii. If no justification is provided from the parent, the late arrival will be marked as unjustified. The parent will be notified of this unjustified absence via the School Bytes Parent Portal and at the same time, an opportunity to explain this absence will be given.
3. Negotiated part-time attendance (a part-time attendance program, negotiated between the parent and the school, where the student attends part of each school day, with the aim to return to full time attendance) – must be approved by the Director NSW Public Schools. Negotiated part-time attendance will be marked by the office and teachers will be notified.
4. Teachers responsible for students attending whole or part day out of school activities, including sport and extra-curricular activities such as musical performances or debating, will mark the roll for the activity on School Bytes.
Students attending such activities will be marked with the 'School Business' code.

Notes / Explanations

Upon receipt of an explanation of absence – written or verbal:

1. Phoned explanations are recorded directly into School Bytes by office staff at the time the phone call is taken. Reason for the absence, when supplied by the parent / carer is to be supplied in the comment section. Notes will be made regarding who provided the reason and how.
2. Written explanations that are provided to teachers will be entered on School Bytes on the same day they are received. Teachers must:
 - a. Sign, date and record the code for the absence on the note.
 - b. Record the code for the absence on School Bytes.
 - c. Notes are to be sent daily to the office via the red folder. Absence notes will be stored by the school office.

Hassall Grove Public School Procedures for following up unexplained absences:

- 1) On the day of an unexplained absence, an email/sms will be automatically generated at 10:00am and sent to the parent/s / caregivers prompting them to provide explanation through the School Bytes Parent Portal.
- 2) When a student returns from an unexplained absence, the class teacher will ask for a note explaining the absence.
- 3) If no explanation is received within 7 days, the student's code will automatically be changed to 'A – unjustified' on School Bytes. Teachers will need to approve this unjustified absence when it is highlighted in red.



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4) If a child is absent for two consecutive days with no reason, the class teacher will then make contact with the parent or carer via telephone and record contact on School IBytes in 'notes' tab. If a reason is given, the teacher asks the parent to provide their explanation through the School Bytes parent portal. If no reason has been entered by the 7th day, the teacher can update the absence as unjustified.

Procedures for extended leave- Travel

Regular attendance at school is essential for students to achieve their educational best and increase their career and life options. When a student attends school daily, learning becomes easier and friendships with other students are fostered and maintained. As such, families are encouraged to travel during school holidays. Travel during the school term is marked as leave on the roll and therefore contributes to students' total absences for the year.

If a parent applies for extended leave- travel they must:

- 1) Fill out the school's 'Extended Leave' form (Appendix E) acknowledging that their child/ren will miss out on teaching instruction, which may impact on their learning outcomes. They must also acknowledge that elements of their child/ren's school reports may not be completed due to their absence and that my child/ren's teacher/s are not required to set work for my child/ren to complete while on extended leave.
- 2) Fill out the NSW Department of Education's 'Extended Leave' form (Appendix F) and, if travelling, provide accompanying documentation, such as plane tickets to reflect dates and travel destination/s.
- 3) Await approval from the principal and collect the certificate prior to travelling.

Once the principal approves this leave, it is marked in School Bytes as L- explained. If the Principal declines the application for leave, then the absence will be marked as 'absent-unjustified' in School Bytes.

School Absence Codes

Upon receipt of an explanation - written or verbal:

- Only symbols and codes outlined in the Roll Marking Procedures can be used.

Code	Meaning
A	Absence unexplained after 7 school days or unjustified. The student's absence is unexplained or unjustified. This symbol must be used if no explanation has been provided by parents within seven days of the occurrence of an absence or the explanation is not accepted by the principal. It is at the principal's discretion to accept or not accept the explanation provided.
S	The student's absence is due to sickness or as the result of a medical or paramedical appointment. In these cases: - a medical certificate is provided; or - the absence was due to sickness and the principal accepts this explanation. Principals may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory attendance.
L	An explanation of the absence is provided which has been accepted by the principal. This may be due to: - misadventure or unforeseen event

	<ul style="list-style-type: none"> - participation in special events not related to the school - domestic necessity such as serious illness of an immediate family member - attendance at funerals - travel in Australia and overseas - recognised religious festivals or ceremonial occasions.
E	Absence due to suspension. (absence included in absence return)
M	The student was exempted from attending school and a Certificate of Exemption has been issued by a delegated officer.
F	<p>The student is participating in a flexible timetable and not present because they are not required to be at school. This could include participation in:</p> <ul style="list-style-type: none"> - HSC Pathways Program - Best Start Assessments - Trial or HSC examinations - VET courses
B	<p>The student is absent from the school on official school business. This symbol is recorded where the principal approves the student leaving the school site to undertake, for example:</p> <ul style="list-style-type: none"> - work experience - school sport (regional and state carnivals) - school excursions - student exchange <p>(absence not included in absence return)</p>
H1	<p>H1 The student is enrolled in a school and is required or approved to be attending an alternative educational setting on a sessional or full time basis.</p> <p>The symbol is recorded where a student accesses education settings separate to their mainstream school such as:</p> <ul style="list-style-type: none"> - tutorial centre and programs - behaviour schools - juvenile justice - hospital schools - distance education



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- Verbal explanations must be noted on SCHOOL BYTES against the recorded absence. Teacher or SAS staff to change response method to 'phone call' and add reason for leave before submitting.
- Notes should be placed in the red roll folder and sent back to the Office by 10am each day. The SAS staff will file and maintain absence notes. Collected notes will be stored for the statutory period.

Overview of Responsibilities

What are the responsibilities of Parents?

Parents must ensure:

- 2.1 Their children of compulsory school age (see Appendix A) (are enrolled in a government or registered non-government school or, they are registered with the Board of Studies, Teaching and Educational Standards (BOSTES) for Home Schooling.
- 2.2 Their children who are enrolled at school attend every day the school is open for their instruction.
- 2.3 They provide an explanation for absences by means such as a telephone call, written note, School Bytes Parent Portal explanation or email to the school within 7 days from the first day of any period of absence.
- 2.4 They work in partnership with the school to plan and implement strategies to support regular attendance at school, including communicating with the school if they are aware of issues impacting on their child's attendance or engagement with school.

What are the responsibilities of school principals?

The School Attendance Policy outlines core responsibilities of principals regarding school attendance. To effectively implement the school attendance policy principals must ensure:

- 3.1 All attendance records including details of transfers and exemptions are accessible to the Director Public Schools NSW, attendance officers and other personnel nominated by the Secretary of the Department of Education and Communities, Director Public Schools NSW, or Audit Directorate.
- 3.2 The school regularly evaluates and addresses school attendance.
- 3.3 Open communication on issues affecting student attendance is promoted with parents.
- 3.4 Effective strategies are in place to contact parents where there is a pattern of attendance causing concern or the parent has failed to provide a satisfactory explanation for an absence.
- 3.5 Interpreters and translated materials, including letters are available when communicating with parents from language backgrounds other than English in matters relating to school attendance.
- 3.6 School staff are trained to implement school attendance policies and procedures and that personnel with delegated responsibility for maintaining attendance records are supervised.
- 3.7 All cases of unsatisfactory attendance, including part day absences are investigated promptly and school-based factors impacting on attendance are addressed.
- 3.8 Early identification of students at risk of developing poor school attendance patterns through strategies such as regular roll checks.
- 3.9 Attendance reports from roll checks are generated at least fortnightly and tabled at Learning Support Team or attendance meetings for follow up by appropriate staff members.

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3.10 The school's Learning and Support Team in partnership with parents identify and implement strategies that address the learning and support needs of a student with attendance patterns of concern.

3.11 Parents, students and the school community are regularly informed of the importance of school and attendance requirements. A range of resources (refer to resource section) have been developed for schools to provide information to parents and key community groups about the requirements of school attendance.

3.12 Effective referral and support networks are established so that students whose attendance is identified as being of concern and their families can be connected to relevant services within the department and with local external agencies in discussion with parents. Appropriate staff members may be nominated to meet with parents, arrange referrals and to be the contact points for consultation and coordination of school involvement.

3.13 Communication, collaboration and information sharing occurs with other services and agencies to enhance the effectiveness of interventions with students and families.

3.14 Any other child protection concerns underlying school attendance issues (including educational neglect) are managed consistent with the Protecting and Supporting Children and Young People Policy and Procedures.

3.15 If concerns include not sighting the child principals must, as soon as possible contact the NSW Police Force to request that a child safety check be undertaken.

3.16 Consideration is given to the Mandatory Reporter Guide (MRG), specialist advice and professional judgement, where there are concerns about suspected risk of harm. In accordance with the MRG Neglect Education - Habitual Absence is defined as 'The child/young person is of compulsory school age (6 years to current leaving age) AND is habitually absent'. 'Habitually absent is a minimum of 30 days absence within the past 100 school days. However, principals should consider other factors, such as the student's age and learning support needs in deciding on action earlier than the 30 days indicated.

3.17 Other decisions trees can be used if the underlying issues impacting on school attendance are also of concern. For example, care concerns, neglect: supervision, or child /young person is a danger to self and others.

What are the responsibilities of Hassall Grove Public School teaching staff?

School staff:

4.1 Provide a caring teaching and learning environment which fosters students' sense of wellbeing and belonging to the school community.

4.2 Promote regular attendance at school through teaching and learning activities that acknowledge the learning and support needs of students.

4.3 Maintain accurate records of student attendance.

4.4 Alert the principal, or staff member responsible for monitoring attendance, when a student's pattern of attendance is of concern, or if no explanation is received from the parent or carer within required timeframes (see section 5).

4.5 When nominated by the principal, liaise with external agencies, arrange referrals and coordinate involvement of the school with other services and agencies working with students. Nominated staff provide feedback about outcomes to the principal.

4.6 Teachers who have concerns about the safety, welfare or wellbeing of a child or young person must report their concerns to the principal or delegate. Teachers are to see Principal/delegate ASAP for urgent matters and can email school's attendance coordinator for less urgent matters.



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4.7 At Hassall Grove Public School, teachers run fortnightly attendance reports (even weeks) through the School Bytes Attendance Module. Teachers are to print their class report, note whether or not a student's attendance is improving or declining and place it in the Attendance Percentage Reports Folder by lunchtime Friday of odd weeks. The school's attendance coordinator will monitor these reports on Friday afternoon of odd weeks.

4.8 Attendance Data has been established to determine those students in the green, amber and red for attendance. Those who have attendance at 90% or greater within a 5-week period, fall into the green category. Those with an attendance record between 80% and 89% within a five-week period, fall into the amber category. Those with attendance recorded at below 80% within a five-week period, fall into the red category. Attendance wall data is updated every term in weeks 5 and 10 by classroom teachers. The attendance coordinator will run the report and place it into class teacher's pigeonholes, so that they can update their class data. This keeps classroom teachers aware of any attendance concerns in their class. Those who fall into the 'red' category for attendance do require an attendance plan to be developed with the school's attendance coordinator, classroom teacher, family and student.

4.9 When directed, electronically mark additional roles for teachers who are absent or unable to do so.

When should parents be contacted if an explanation for absence has not been received?

5.1 The principal or delegate will undertake all reasonable measures to contact parents on the same day or following day of an absence where parents have not contacted the school. Contact may be made by means such as providing the parents with an Absentee Notice-Compulsory School Attendance, by telephone, email or SMS text message.

At Hassall Grove Public School, the School Bytes Attendance System is used. When absences are noted from daily roll marking, notification emails are sent to parents or carers at 10:00am.

5.2 If within 7 days of the first day of any period of absence an explanation has not been received and no contact has been made with parents, the principal or delegate must ensure parents are contacted within the next 2 school days.

At Hassall Grove Public School, the school's SAS staff will generate a formal letter requesting the absences be explained. The letter will be sent home via email, requesting the absences be explained as soon as possible via the School Bytes Parent Portal.

5.3 The Telephone Interpreter Service and translated materials, including letters can be used as required when communicating with parents from language backgrounds other than English if an explanation for absence has not been received.

What are the responsibilities of Hassall Grove Public School Administration staff?

6.1. Enter all partial absences on School Bytes – Late Arrivals / Early Leavers / Timed absences.

6.2. If a manual / paper roll has been supplied by a casual teacher, SAS staff are to enter the roll on School Bytes.

6.3. Collect absence note files for filing in front office (end of each term, or as directed by principal or delegate).

6.4. Any departmental adjustments e.g. exemptions, transfers, extended leave will be dealt with by SAS staff, in conjunction with the principal, who is responsible for approving leave under these circumstances, and official notifications will be passed on to the classroom teacher.



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Attendance concerns:

Drop below 90%: attendance monitored via School Bytes Attendance module.

- It is the classroom teacher's responsibility to generate reports and notify school attendance coordinator of any attendance concerns.
- It is the school attendance coordinator's responsibility to liaise with parents regarding student attendance concerns.

Drop below 80%: parent contacted by executive staff

- It is the school attendance coordinator's responsibility to liaise with parents regarding student attendance concerns and implement school non-attendance procedures.

Hassall Grove Public School Attendance Process

1. Child absence recorded during daily roll marking (prior to 9:20am)
2. 10:00am of same day – automatic parent notification sms generated and sent prompting parents to use Parent Portal to provide explanation
3. If absence is still unjustified upon student return to school: teacher requests note from parents explaining absence. If no note is provided, SASS staff to:
 - a. First issue, via email, parents with 'Absentee notice 1 – Compulsory School Attendance' note on day 2 of return. This note prompts parents to use the parent portal to provide explanation for absence.
 - b. If no explanation is provided after the first absentee notice, SAS staff will issue parent, via email, 'Absentee Notice 2 – Compulsory School Attendance'.
4. No note provided for seven days: attendance code automatically becomes unjustified
 - a. Follow up by executive staff – letter generated and phone call home made
 - b. Executive staff to make comment of letter sent and phone call in STARS, under 'attendance' tab.

Attendance Concerns Procedures

Does the principal have to accept the explanation provided by a parent for an absence?

Principals can decline to accept an explanation for an absence and record the absence as 'unjustified'. The parent should be advised that the explanation has not been accepted and a reason for the decision provided.

What should be done if there are frequent absences being explained as due to illness?

Where frequent absences are explained as being due to illness consultation with parents must occur regarding the health care needs of the child.

Principals can request the parents to provide a medical certificate if they have concerns with the explanation provided, or where there is a history of poor attendance. See appendix I.

Where the principal has concerns about the medical certificates being produced for absences they can ask the parents to request that the doctor writes on the medical certificate the statement 'this child is unfit for school' with specified dates included.

Where principals have ongoing concerns they can request the parent's consent for a doctor to provide information to the school about their child's health condition. It is essential the school has all relevant information to ensure the learning and health care needs of the student are addressed. If the request is denied or if the principal is still not



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satisfied with the reason for absence, they can record the absence as 'unjustified'. The principal must consider whether the habitual absence or parental attitude places the child or young person at suspected risk of harm.

Principals can seek information from prescribed bodies under Chapter 16A of the Children and Young Persons (Care and Protection) Act 1998 where they have ongoing concerns regarding a student's safety, welfare or wellbeing. They should also contact the Child Wellbeing Unit (CWU) or if they believe the student is at risk of significant harm the Child Protection Helpline.

What should be done if a student has an unsatisfactory pattern of attendance?

Parents are responsible for the regular attendance of students at school.

Principals and school staff, in consultation with students and their parents will usually be able to resolve problems of non-attendance. While parents should be reminded of their legal obligations under the Education Act (1990) the benefits of attending school regularly should be the focus of this consultation.

A child is considered to have an unsatisfactory school attendance when they have:

- regular absences without explanation (despite follow-up from the school).
- regular absences and explanations provided by parents are not accepted by the principal, or
- extended periods of absence without an explanation or the explanation is not accepted by the principal. An extended period of absence may be consecutive or irregular patterns of non-attendance.

The most effective means of restoring and maintaining regular school attendance includes attendance monitoring practices and regular follow-up of unexplained absences by contacting parents on the same day or the following day of an absence. Early telephone contact with parents is one means of achieving this.

Resolution of attendance difficulties may require more targeted school-based strategies including:

- meeting with the student and parents.
- referral to the school's Learning and Support Team to identify and implement strategies that address the learning and support needs for the student.
- development of a school-based attendance improvement plan with the student and parents (see Appendix H).
- engaging identified groups of students in programs that support regular attendance and punctuality
- referral to the school counsellor.
- requesting and sharing information and working collaboratively with other government or non- government agencies.
- use of interpreters and translated materials.
- seeking advice about culturally appropriate responses from relevant services and working collaboratively with them.

The school should identify if other agencies are involved with the family and liaise with them when a student's attendance is of concern and where it is determined that the issues impacting on attendance are outside of the role of the school to address in isolation. The school may have a role in working collaboratively with the services to engage the family. Family case discussions should be attended by school representatives if the issues relate to students whose attendance is a concern. Meetings and interviews at the school may also involve representatives from support agencies. They may be initiated by school, other agency or departmental staff. Schools may also refer families to services, in discussion with families.

If a range of school-based interventions has been unsuccessful in resolving attendance difficulties the principal can request support by making an application to the Home School Liaison Program and submitting the application to the local program manager for consideration. Parents should be advised by Letter 2: Principal to parent advising of



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Application to the Home School Liaison Program (Appendix I). Copies of communication with parents and documented strategies that the school has implemented to address student attendance issues are to be included with the Application for Home School Liaison support.

Schools, community members and agencies may also report children of apparent compulsory school age, who may not be enrolled, to the Home School Liaison Program. Community members and agencies can report the matter to their local Department of Education and Communities office or government school who will refer the matter to the local manager of the home school liaison program.

When a case is accepted onto the Home School Liaison Program the principal must ensure that the school continues to implement strategies to support the student's regular attendance at school. Regular communication must be maintained between the school and attendance officers.

In managing attendance concerns consideration should be given to whether the pattern of unsatisfactory attendance may on its own or with other risk factors impact on the safety, welfare or wellbeing of the student.

Contact with the CWU should be made or a report to the Child Protection Helpline if they believe the student is at suspected risk of significant harm.

What additional actions can be taken to support the regular attendance of students?

Legislative amendments effective in January 2010 increased the range of options available to deal with unsatisfactory attendance and non-enrolment at school. These options are usually completed when a student is on the Home-School Liaison Program and on the Home-School Liaison Officer's caseload.

- a. **Compulsory Schooling Conferences** are conferences directed by either the Children's Court or the Secretary of the Department of Education and Communities (or delegate) for the purpose of ensuring a student is provided with compulsory education. It aims to bring together the parents, student, a member/s of the school executive nominated by the principal, and where appropriate, relevant agencies to help parents to resolve the underlying issues that have led to the student's unsatisfactory attendance. Conferences are convened by an authorised person appointed by the Children's Court or the Secretary of the Department of Education and Communities. Students under the age of 12 are not required to attend compulsory schooling conferences.
- b. **Undertakings** are written agreed commitments regarding action that will be taken to resolve the student's unsatisfactory attendance. Undertakings can be obtained with parents at any time and independently of the conferencing process. Undertakings are also a key outcome of a compulsory schooling conference and are often given by conference participants in addition to parents. They can be entered into evidence in any future court action.
- c. **Compulsory Schooling Orders.** Application for a Compulsory Schooling Order to the Children's Court can be considered where previous measures have been unsuccessful in improving student attendance. It is an extension of efforts aimed at addressing any welfare issues deemed to be adversely affecting a child's attendance at school. The Application to the Children's Court can also include an application for a Court Ordered Attendance Conference Prosecution in the Local Court is only undertaken when all other avenues have been exhausted, or where there is no likelihood of an Application to the Children's Court rectifying unsatisfactory attendance.

Maintaining Student Absence Records

The 7 Day Continuum

Day 0 - Last Day of Student Absence



Day 1 – Student returns to school without a parent note or verbal notification. Class teacher reminds student a note is needed the following day.

On any of days 2-7, if note, email or verbal explanation is returned by parent / carer, the classroom teacher updates the type of leave on School Bytes, add leave code and sign and date note to store note in red folder to return to office.



Day 2 – If no note, email or verbal explanation is returned by parent / carer, SAS staff issue an Absentee Notice 1 – Compulsory School Attendance note.



Day 5 – If no note, email or verbal explanation is returned by parent / carer, teachers issue an Absentee Notice 2 – Compulsory School Attendance note.



Day 7 – If no note, email or verbal explanation is returned by parent / carer, the absence is recorded as A (unjustified).



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Monitoring Student Attendance – Teacher responsibilities

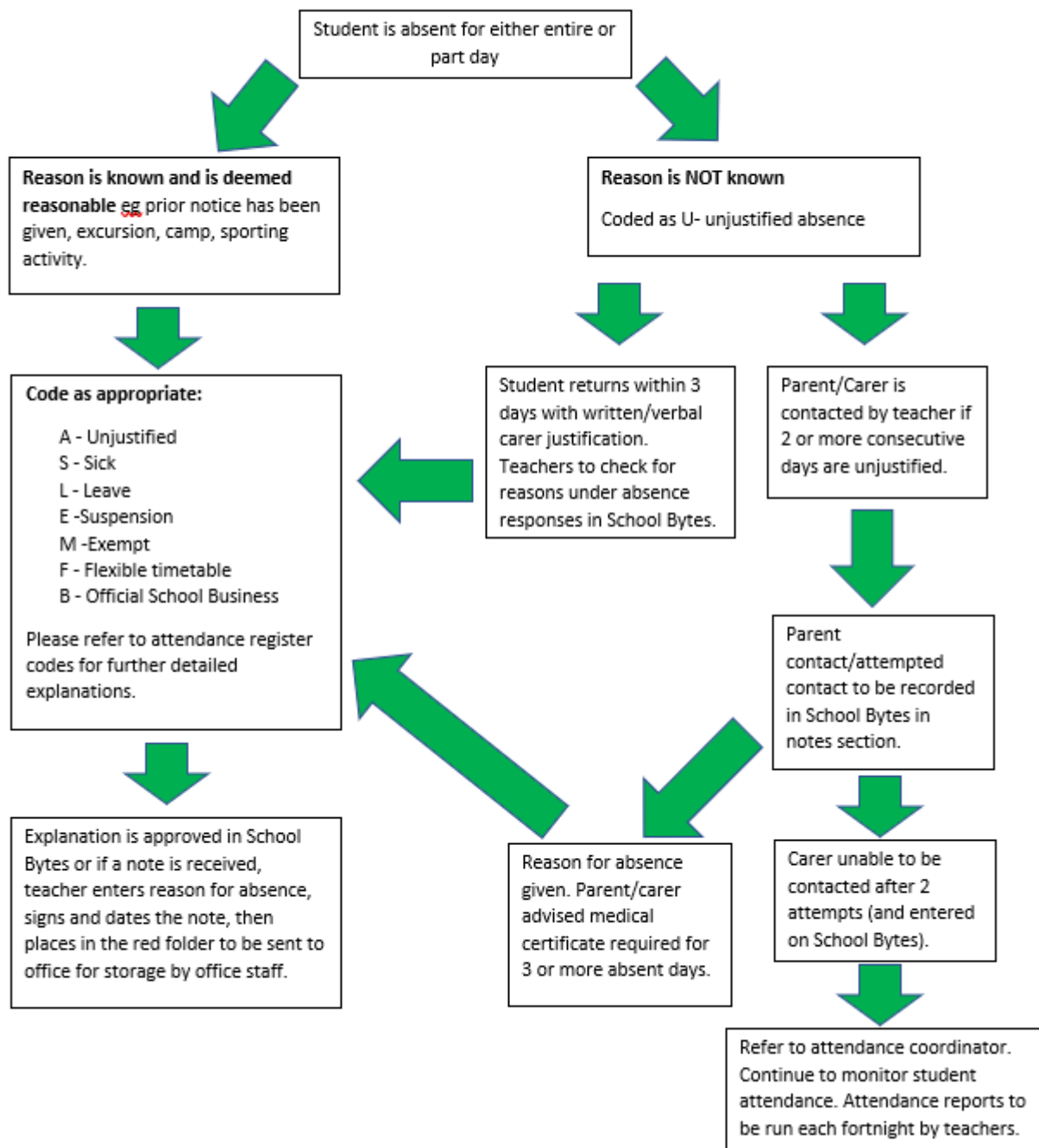
- When a student has been absent for 2 days with no explanation, contact the family and add correspondence to the 'notes' section in School Bytes.
- Accept and code School Bytes absence responses daily.
- Collect red folder on a Monday and return on a Friday (if any absence notes are returned throughout the week, staff will return them in the folder on the same day).
- Check fortnightly reports and highlight any students of concern.
- Complete their class attendance data wall every term in weeks 5 and 10, identifying students in the green, amber and red.
- Alert school attendance coordinator of students whose attendance is declining, without explanations.
- Work with the school attendance coordinator to liaise with parents/carers to address concerns and develop School Attendance Support Plan if necessary.
- Report any child protection concerns with school executive so mandatory reporting obligations are met.

Monitoring Student Attendance – SAS responsibilities

- Send automatic absence parent notification SMS at 10:00am daily.
- Collect and process absence notes daily
- Run fortnightly report – Below 90% Percentage report
 - Print Friday even weeks
 - Place reports in red folders for Monday odd weeks
 - Collect reports Friday Even weeks.
- Send unexplained absence correspondence once student has returned to school (Appendix L).
 - 2 days – Absentee Notice 1
 - 5 days – Absentee Notice 2
- On the 7th day of return with no explanation, absence is marked as unjustified.

Student Absence Procedures – Teachers

Flowchart for recording student absence





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Celebrating Student Attendance

- Community Awareness – through Facebook and School Bytes
- School-wide reward system – Attendance Awards
 - Perfect Attendance – presented every 5 weeks
 - Improved Attendance – awarded by senior executive and HSLO when a students attendance has sustained improvement
 - Excellence in Attendance – Awarded to students who have 90% and above attendance across a term.
- Assembly acknowledgement – presentation of awards
- Attendance shirts – students who have attended 100% whole days between weeks 1-5 and 6-10 go into a draw to receive an attendance shirt. One student per grade is selected.



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Appendix A EDUCATION ACT 1990 - SECT 21B Compulsory school-age

Compulsory school-age

21B COMPULSORY SCHOOL-AGE

- (1) For the purposes of this Act, a child is of compulsory school-age if the child is of **or above the age of 6 years** and below the minimum school leaving age.
- (2) The minimum school leaving age is:
- a) the age at which the child completes Year 10 of secondary education (subject to participation required by subsection (3), or
 - b) the age of 17 years, whichever first occurs.**
- (3) A child who completes Year 10 of secondary education but who is below the age of 17 years is of compulsory school-age unless the child participates on a full-time basis in:
- a) approved education or training, or
 - b) if the child is of or above the age of 15 years--paid work or a combination of approved education or training and paid work.
- (4) A child ceasing to be of compulsory school-age because of that participation does not revert to being of compulsory school-age because of a cessation in participation for any reason so long as the interruption in participation does not exceed a total period of 3 months in any 12-month period or such other period approved by the Minister.
- (5) The completion of Year 10 of secondary education is:
- a) the completion of Year 10 of secondary education in this State (whether by school education or home schooling), or
 - b) the completion of a course provided by the TAFE Commission that is approved by the Minister as the equivalent of Year 10 of secondary education in this State, or
 - c) the completion, outside of this State, of the equivalent of Year 10 of secondary education in this State, or
 - d) the completion of education in any special circumstances approved by the Minister.
- (6) Participation in approved education or training is participation in any of the following:
- a) a higher education course within the meaning of the Higher Education Act 2001 ,
 - b) a VET accredited course within the meaning of the National Vocational Education and Training Regulator Act 2011 of the Commonwealth,
 - c) an apprenticeship or traineeship within the meaning of the Apprenticeship and Traineeship Act 2001 ,
 - d) any other education or training approved by the Minister.
- (7) The regulations may prescribe rules and criteria that are to be applied for the purposes of this section in determining:
- a) whether a child has completed Year 10, or
 - b) whether a child is participating in paid work, or
 - c) whether a child is participating in approved education or training, or
 - d) whether such participation is on a full-time basis.

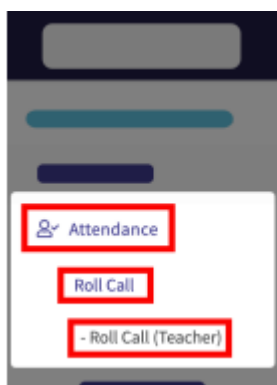
Subject to the regulations, participation on a full-time basis in paid work is participation for an average of 25 hours per week.

Appendix B – Marking Rolls on School Bytes Attendance Module

Navigate to https://online.schoolbytes.education/sbadmin/attendance/roll_call/teacher

Teachers can navigate to their assigned rolls on the left hand side of the screen.

1. Select attendance, roll call, then select roll call (teacher).



2. Select the roll call from the roll class list if needed.

By default the staff members assigned roll call will be displayed. Select from the roll class list to change roll calls.



3. Select mark.



The screenshot shows a digital attendance roll. A red button labeled 'Mark' is highlighted with a white border. The interface includes various navigation and filtering options at the top and sides.

4. Select absent for any absent students if needed.

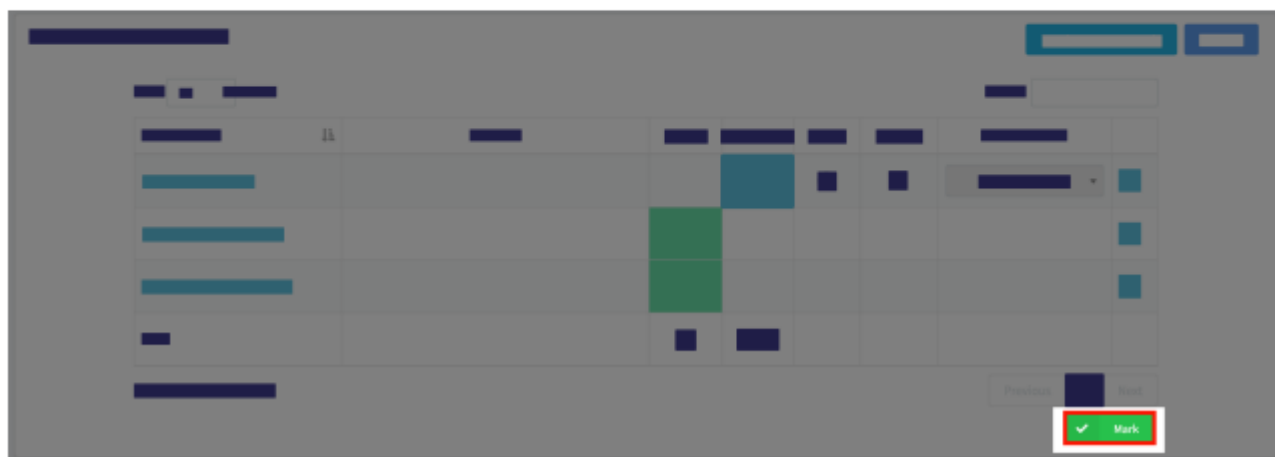
All students will be defaulted to present.



The screenshot shows the same attendance roll. A red button labeled 'Absent' is highlighted with a white border. The interface shows a grid of student names and their corresponding status for each day.

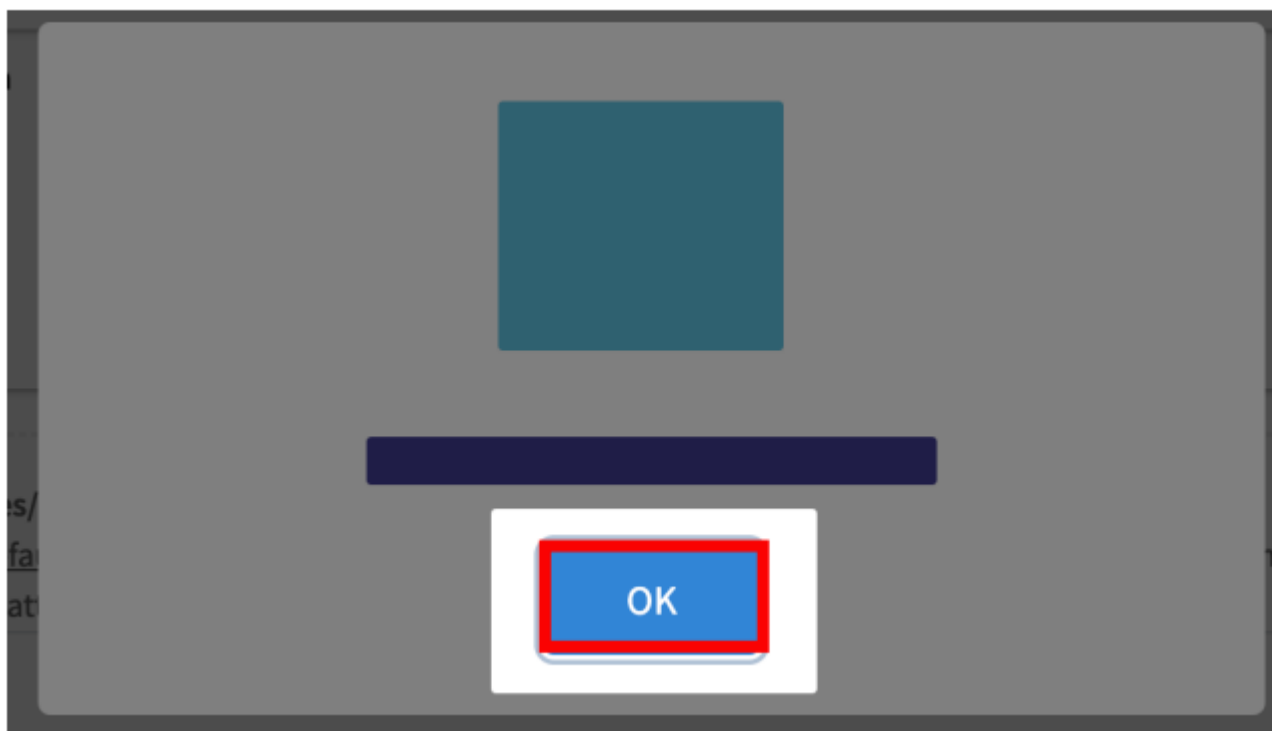
► Create an official late arrival record on the roll

5. Select mark.



The screenshot shows the attendance roll with a green button labeled 'Mark' highlighted with a white border. The interface displays a grid of student names and their status for each day, with some cells already filled with green or blue.

6. Select OK.





HASSALL GROVE PUBLIC SCHOOL

Procedures for the implementation of the NSW DoE Attendance Policy

Appendix C - Quick Teacher Reference

Hassall Grove Public School Attendance Process

1. Child absence recorded during daily roll marking (prior to 9:20am)
2. 10:00am of same day – automatic parent notification sms generated and sent prompting parents to use Parent Portal to provide explanation
3. If absence is still unjustified upon student return to school: teacher requests note from parents explaining absence. If no note is provided, SAS staff to:
 - a. First issue parents, via email, with 'Absentee notice 1 – Compulsory School Attendance' (Appendix J) note on day 2 of return. This note prompts parents to use the parent portal to provide explanation for absence.
 - b. If no explanation is provided after the first absentee notice, SAS staff will issue parent, via email, 'Absentee Notice 2 – Compulsory School Attendance' (Appendix K).
4. No note provided for seven days: attendance code automatically becomes unjustified
 - a. Follow up by executive staff – letter generated, and phone call home made
 - b. Executive staff to make comment of letter sent and phone call in School Bytes, under 'notes' tab.

Generating Attendance Reports:

1. Go to the Attendance section, then select Reporting > Other reports.
2. Choose the "attendance percentage report" from the list of available reports.
3. Select your roll class.
4. Update the date range to reflect the two week period by selecting 'other'.
5. Click "run report" to generate the list of students matching your criteria.
6. Generate a PDF by clicking 'with selected', then 'Export to PDF'

Attendance Concern Procedure:

Drop below 90%: attendance monitored via School Bytes Attendance module.

- It is the classroom teacher's responsibility to generate reports and notify school attendance coordinator of any attendance concerns.
- It is the school attendance coordinator's responsibility to liaise with parents regarding student attendance concerns.

Drop below 80%: parent contacted by executive staff

- It is the school attendance coordinator's responsibility to liaise with parents regarding student attendance concerns and implement school non-attendance procedures.

Appendix D – Attendance Intervention Guidelines

NSW Department of Education

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/HSLQ), NSF, Learning & Wellbeing staff, NDIS Coordinator, AP Learning & Support, ACLO, Senior Psychologist, support teachers transition, behaviour specialists, OOHIC 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.





HASSALL GROVE PUBLIC SCHOOL

Procedures for the implementation of the NSW DoE Attendance Policy

Appendix E – Extended Leave- Travel Acknowledgement Form



HASSALL GROVE PUBLIC SCHOOL

Principal Ms Tamara Prout
Email: hassallgro-p.school@det.nsw.edu.au

Buckwell Drive
Hassall Grove 2761

Phone: (02) 9835 1756

(02) 9835 1758

Fax: (02) 9628 1618

Extended Leave

Regular attendance at school is essential for students to achieve their educational best and increase their career and life options. When a student attends school daily, learning becomes easier and friendships with other students are fostered and maintained. As such, families are encouraged to travel during school holidays. Travel during the school term is marked as leave on the roll and therefore contributes to students' total absences for the year.

When students travel during school term/s, they miss out on teaching instruction. Consequently, students' achievement levels may be impacted. Furthermore, some elements of students' school report may not be able to be completed due to their absence.

Parents and caregivers who choose to travel during the school term/s must acknowledge that their child/ren will miss out on teaching and learning experiences, impacting on student learning outcomes. Teachers are not required to set work for students who are on extended leave.

Please complete the form below as acknowledgement.

Mrs Prout
Principal

Hassall Grove Public School: Extended Leave

Child's name: _____ Child's class: _____

Child's name: _____ Child's class: _____

Child's name: _____ Child's class: _____

Child's name: _____ Child's class: _____

I hereby acknowledge that my child/ren will miss out on teaching instruction, which may impact on their learning outcomes. I also acknowledge that elements of my child/ren's school reports may not be completed due to their absence. I understand that my child/ren's teacher/s are not required to set work for my child/ren to complete while on extended leave.


Parent/s name/s: _____

Signed: _____ Date: _____

HASSALL GROVE PUBLIC SCHOOL


Procedures for the implementation of the NSW DoE Attendance Policy

Appendix F – Extended Leave- Travel NSW DoE Form

APPLICATION FOR EXTENDED LEAVE – TRAVEL					
		<p>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.</p>			
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 (Please tick <input checked="" type="checkbox"/>): Yes <input type="checkbox"/> No <input type="checkbox"/>					
PARENT DETAILS (Applicant)					
Family name: _____			Given name: _____		
Address: _____			Postcode: _____		
Telephone number: _____			Relationship to student: _____		
As the parent and applicant, I hereby apply for a <i>Certificate of Extended Leave-Travel</i> and understand my child will be granted a period of extended leave upon acceptance by the principal of the reason provided.					

HASSALL GROVE PUBLIC SCHOOL

Procedures for the implementation of the NSW DoE Attendance Policy

CERTIFICATE OF EXTENDED LEAVE - TRAVEL					
 <div style="display: inline-block; vertical-align: middle;"> NSW Education & Communities </div>		<p>The student/s whose details appear below has been provided a period of extended leave from school for the purpose of travel.</p> <p>Where an application is made by a parent with more than one child a separate copy of this <i>Certificate</i> should be placed in each student's file.</p>			
STUDENT DETAILS					
<p>Please complete table below with details of all students associated with the period of travel:</p>					
FAMILY NAME	GIVEN NAME	DOB	AGE	GRADE	SRN
<p>Address: _____ Postcode: _____</p> <p>School name: _____ School's telephone: _____</p> <p>Dates of extended leave: From ____ / ____ / ____ to ____ / ____ / ____</p> <p>Reason for providing the period of extended leave:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Conditions applicable to providing the period of extended leave:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>It has been explained to the parent of the above mentioned student/s that they are responsible for his/her supervision during the provided period of extended leave.</p> <p>The parent understands that the period of extended leave is limited to the period indicated and acknowledges that the provided period of extended leave is subject to the conditions listed.</p> <p>Principal name: _____ Principal signature: _____ Date: ____ / ____ / ____</p> <p style="text-align: center;">This certificate has been issued without alteration and must be produced when requested by police or other authorised attendance officers.</p>					



HASSALL GROVE PUBLIC SCHOOL

Procedures for the implementation of the NSW DoE Attendance Policy

Appendix G – School-Based Attendance Plan



ATTENDANCE IMPROVEMENT PLAN



Student's name Class Date of meeting

Attendees

OBJECTIVES OF MEETING

BACKGROUND – ATTENDANCE DATA

STRENGTHS & INTERESTS OF THE STUDENT

THE REASONS THE STUDENT FINDS IT HARD TO GET TO SCHOOL

ATTENDANCE GOAL FOR THE NEXT FOUR WEEKS

WEEK 1

WEEK 2

WEEK 3

WEEK 4



ATTENDANCE IMPROVEMENT PLAN

continued



THE STUDENT WILL TAKE THE FOLLOWING ACTIONS TO ACHIEVE THEIR GOAL

STAFF WILL TAKE THE FOLLOWING ACTIONS TO HELP THE STUDENT ACHIEVE THESE GOALS

PARENTS WILL TAKE THE FOLLOWING ACTIONS TO HELP THE STUDENT ACHIEVE THESE GOALS

START

REVIEW





HASSALL GROVE PUBLIC SCHOOL

Procedures for the implementation of the NSW DoE Attendance Policy

Appendix H – School-Based Attendance Plans

Letter 1 – sent after discussions with HSLO



HASSALL GROVE PUBLIC SCHOOL

Principal Ms Tamara Prout

Email: hassallgro-p.school@det.nsw.edu.au

*Buckwell Drive
Hassall Grove 2761*

Phone: (02) 9835 1756

(02) 9835 1758

Fax: (02) 9628 1618

Parent name

Address

CITY STATE POSTCODE

Dear Parent Name

We have made contact before about our attendance concerns for Student Name. Based on those discussions, we have put in place strategies to encourage Student Name to come to school. These strategies do not appear to have been successful and we continue to miss Student Name at school.

Did you know that if a student misses one day a week, they miss 8 weeks per year which is more than 2.5 years missed over their school life (from years 1-10)? Students who miss learning time reduce their access to future learning and working opportunities.

I am considering submitting an application for assistance from the Home School Liaison Program to help improve Student's Name's attendance at school. Before I do submit the application, I encourage you to contact the school on phone number to make an appointment to work with us to improve Student Name's attendance and to discuss any concerns regarding school.

Your sincerely

Sender's name

Title

Date



HASSALL GROVE PUBLIC SCHOOL

Procedures for the implementation of the NSW DoE Attendance Policy

Letter 2 – sent 2 weeks after letter A if no improvement in attendance



HASSALL GROVE PUBLIC SCHOOL

Principal Ms Tamara Prout

Email: hassallgro-p.school@det.nsw.edu.au

*Buckwell Drive
Hassall Grove 2761*

*Phone: (02) 9835 1756
(02) 9835 1758*

Fax: (02) 9628 1618

Parent name

Address

CITY STATE POSTCODE

Dear Parent name

We made contact on insert date from Letter 1A about our attendance concerns for Student Name. We invited you to contact us to discuss your concerns and possible strategies to encourage Student Name to come to school. We continue to miss Student Name at school.

I have submitted an application for assistance from the Home School Liaison Program to help improve student name's attendance at school.

A Home School Liaison Officer or Aboriginal Student Liaison Officer, will be in contact should the local manager place the matter onto caseload. If student name is on the caseload, the Officer will work with you, student name, the school and any appropriate supports to develop an Attendance Improvement Plan with specific targets, strategies and timelines.

It is important that you work with us to help improve student name's attendance. The Education Act (1990) requires parents to ensure that children of compulsory school age attend school on each day that the school is open for instruction. If you do not work with us, you may find yourself in breach of the Education Act which could result in legal action.

Again, I encourage you to contact the school on phone number to make an appointment to work with us to improve Student Name's attendance and to discuss any concerns regarding school.

Yours sincerely

Sender's name

Title

Date



HASSALL GROVE PUBLIC SCHOOL

Procedures for the implementation of the NSW DoE Attendance Policy

Appendix I – sent when many absences explained as sick without a Doctor's certificate



HASSALL GROVE PUBLIC SCHOOL

Principal Ms Tamara Prout

Email: hassallgro-p.school@det.nsw.edu.au

Buckwell Drive
Hassall Grove 2761

Phone: (02) 9835 1756

(02) 9835 1758

Fax: (02) 9628 1618

Parent name

Address

CITY STATE POSTCODE

Dear Parent name

Thank you for your ongoing support in explaining your child's absence from school. However, due to the number of past absences, in the future we will require medical certificates for all absences caused by illness.

We have communicated with you on several occasions concerning the attendance of your child, [Child Name]. On the roll there are recorded absences that are explained but do not have supporting evidence. From now on, every absence explained by you as sick will need to be accompanied by a certificate from a medical practitioner that states that [Child Name] should not attend school because of the condition briefly described in the certificate. If we do not receive a medical certificate that satisfies this, the absence will be marked 'Unjustified'.

Explaining that your child is sick by text or phone is no longer adequate without a supporting medical certificate.

Please contact the school if you require further information.

Yours sincerely

Sender's name

Title

Date



HASSALL GROVE PUBLIC SCHOOL

Procedures for the implementation of the NSW DoE Attendance Policy

Appendix J – Absentee notice 1 Compulsory School Attendance

ABSENTEE NOTICE (1)

COMPULSORY SCHOOL ATTENDANCE

Re: {student_name}
Absence date(s): {absence_dates_list}

Dear {recipient_name},

Regular attendance at school is important for students to reach their potential. The school is required to record the reason for any absences as a way of ensuring that students are absent from school only when they are sick or have another good reason for missing school.

Your child was absent from school on the date or dates shown above and no explanation has been received. Please assist us by indicating a **reason for your child's absence in the parent portal**, or alternatively you can email the school with the reason for the absence.

If you need an interpreter to assist you to contact the school, please call the Telephone Interpreter Service on 131 450 and ask for an interpreter in your language. The interpreter will call the school and stay on the line to assist you with your conversation. You will not be charged for this service.

Yours sincerely,

Principal
{school_name}
e: {school_email}

Appendix K – Absentee notice 2 Compulsory School Attendance

ABSENTEE NOTICE (2)

COMPULSORY SCHOOL ATTENDANCE

Re: {student_name}
Absence date(s): {absence_dates_list}

Dear {recipient_name},

Your child was absent from school on the date or dates shown above and no satisfactory explanation has been received. The Education Act 1990 (Education Act 1990) requires your child to attend school each day that instruction is provided unless prevented from doing so by sickness or other good reason. The Act requires you to explain your child's absences within seven days of their occurrence. Failure to do so will result in an unjustified absence being recorded.

Please assist us by indicating a **reason for your child's absence in the parent portal**, or alternatively you can email the school with the reason for the absence, or to discuss your child's attendance.

If you need an interpreter to assist you to contact the school, please call the Telephone Interpreter Service on 131 450 and ask for an interpreter in your language. The interpreter will call the school and stay on the line to assist you with your conversation. You will not be charged for this service.

Yours sincerely

Principal
{school_name}
e: {school_email}



HASSALL GROVE PUBLIC SCHOOL

Procedures for the implementation of the NSW DoE Attendance Policy

Appendix L – Sending out Absentee Letters

Generating return from absence list

Navigate to <https://online.schoolbytes.education/sbadmin/attendance/absence>

1. Expand filtering options.
2. Adjust absence type to 'Unexplained absence'.
3. Under 'period' select other.
 - If you are generating for absentee letter 1: Set date range 2 school days prior and the current date.
E.g., Date range – 24/03/25 to 26/03/25.
 - If you are generating for absentee letter 2: Set date range 5 school days prior and the current date.
E.g., Date range – 18/03/25 to 26/03/25

Absences

Filtering options (click to expand) ▼

Student name ☐ Include left students

Roll class

Absence type

Term

Overdue ☐ Yes ☐ No

Approved ☐ Yes ☐ No

Responded ☐ Yes ☐ No

Schedule type

Student flag

Skip already communicated ☐ Yes ☒ No

Period ☐ This week ☐ Last week ☐ This term ☐ Last term ☐ This year ☒ Other

Date range

4. Select all students. With selected and Export to excel.

leaving

With selected

Export to Excel

Export to PDF

Create comms

Bulk respond

Bulk approve

Bulk reject

Bulk remove

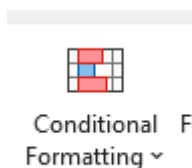
Mark attendance flag

	Date	S
✓	25/03/2025	A
✓	25/03/2025	E
✓	25/03/2025	A

5. Once you have opened the excel document, highlight the column with student names.

Date	Student name	SRN	Year group	Roll class	Absence time	Current ab
25/03/2025	Ethan Amin	454568389		3 3S	25/03/2025 09:00am - 25/03/2025 09:02am	Unexplain
25/03/2025	Jah'zekiel (Jah) Sita	458238171	K	KR	25/03/2025 09:00am - 25/03/2025 09:04am	Unexplain
25/03/2025	Mariah Matthews	457255560		1 1K	25/03/2025 09:00am - 25/03/2025 09:04am	Unexplain
25/03/2025	Mitchel Matthews	453000362		5 5R	25/03/2025 09:00am - 25/03/2025 09:04am	Unexplain
25/03/2025	Charley Griffiths	453735869		4 4/5D	25/03/2025 09:00am - 25/03/2025 09:04am	Unexplain
25/03/2025	Jaylin Cameron	455838045		5 4/5D	25/03/2025 09:00am - 25/03/2025 09:06am	Unexplain
25/03/2025	Maria Cameron	455837880		3 3S	25/03/2025 09:00am - 25/03/2025 09:06am	Unexplain
25/03/2025	Cali Cameron	456697488		2 2A	25/03/2025 09:00am - 25/03/2025 09:07am	Unexplain
25/03/2025	Ella Davies	455377218		3 3AJ	25/03/2025 09:00am - 25/03/2025 09:11am	Unexplain
25/03/2025	Marley Johnson	455700981		3 3AJ	25/03/2025 09:00am - 25/03/2025 09:24am	Unexplain
25/03/2025	Summer Johnson	452820145		6 6A	25/03/2025 09:00am - 25/03/2025 09:24am	Unexplain
25/03/2025	Ruairi Jones	456460674		2 2B	25/03/2025 09:00am - 25/03/2025 09:51am	Unexplain
25/03/2025	Oriana Asiata	457669046		1 1F	All Day	Unexplain
25/03/2025	Aynaz Azimi	457253028		1 1F	All Day	Unexplain
25/03/2025	Mary Asiata	458485305	K	KT	All Day	Unexplain
25/03/2025	Aaliyah Asiata	457669305		1 1C	All Day	Unexplain
25/03/2025	Khalil Mendoza	457492073		1 1C	All Day	Unexplain
25/03/2025	Marlee De la Fontaine	457942257	K	KK	All Day	Unexplain
25/03/2025	Charlee Fine	454560779		4 4/5D	All Day	Unexplain
25/03/2025	Niamh Jones	455478065		3 3S	All Day	Unexplain
25/03/2025	Elham Zahraa	455249830		3 3S	All Day	Unexplain
25/03/2025	Katerina Dekora	452590949		5 5D	All Day	Unexplain

6. Select Conditional formatting > Highlight Cell Rules > Duplicate Values > Ok.



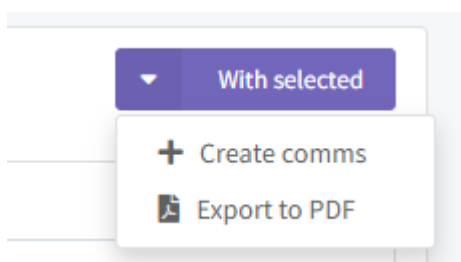
7. Duplicate students will now be highlighted red.

8. Refer to the first date selected (e.g., 28/03/25), students that **are not** highlighted require a letter home.

Sending home correspondence

Navigate to: <https://online.schoolbytes.education/sbadmin/attendance/comms>

1. Expand filtering options
 - Absence type: Unexplained
 - Period: The absence date that has been unexplained for 2 or 5 days.
 - Skip already communicated: No
 - Responded: No
2. Select students requiring communication. See list generated through Excel.
3. With selected > Create comms



4. Create comms
 - Method: Email
 - Contact type: Parent 1 and 2
 - Template: Absentee notice (1) (2 days), Absentee notice (2) (5 days).
 - Use school letter head.
 - Next > Finish