Waterfall Public School
Student Attendance Procedures 2025

Policy Link https://education.nsw.gov.au/policy-library/policies/pd-2005-0259

Action	Responsibility	Frequency/ Date Due	Completed/ Evidence
All school staff, including new staff and casual teachers, undertake annual training in roll marking, including the correct use of absence codes.	Principal	Annually or as required	Staff meeting minutes
Email absences are generated and sent to parents.	Principal	Daily	Document in School Bytes
Email responses are read and leave type recorded in rolls.	SAM/Principal	Daily	Document in School Bytes
Unexplained absence letters will be generated and emailed and/or posted home to families when parents have failed to provide an explanation within 7 days of absence as per DoE policy.	Principal & exec staff	As required	Document in School Bytes
Attendance percentages from roll checks are generated and staffroom attendance board is updated.	APC&I & Principal	Fortnightly	Staffroom Attendance board
Day 8 or 9 If contact is successful within days 3-7, contact is not required again. If explanation has not been received and no contact has been made in days 3-7, contact must be attempted day 8 or 9.	Principal	As required	Document in School Bytes
Principal to follow up with parents when attendance reaches 90% by phone call and a letter when attendance reaches 80%.	Teacher to notify the principal if not already a concern	As required	Document in School Bytes
All parents, carers and students have been provided clear information regarding attendance requirements through the school newsletter. https://education.nsw.gov.au/student-wellbeing/at	Principal	Each Term	Newsletters & Facebook

Action	Responsibility	Frequency/ Date Due	Completed/ Evidence
tendance-matters-resources-for-schools/your-role-in-supporting-attendance			
Check applications for Extended Leave are accessible for parents on School Bytes.	Principal/SAM	Weekly	School Bytes
Casual teachers without access to School Bytes a paper roll for daily marking. When returned to office, update electronic roll.	SAS Staff	Daily	100% attendance completeness
For any matter relating to school attendance and where safety, welfare or wellbeing concerns arise for any student, staff must report the concern to principal to complete mandatory reporting requirements are adhered to.	All staff	Ongoing	File in Principal's office
Matters relating to school attendance where safety, welfare or wellbeing concerns arise for any student are reported and reference number is provided to staff member verbally and kept in pupil record card.	Principal	Ongoing	File in Principal's office
When required, partial attendances, may be determined with support of DEL. Principal and LST to complete Partial Attendance application.	Principal	As required	Document in School Bytes
Students who attend school 100% in a term will receive an Attendance Certificate at assembly and be featured on Facebook page	Principal and exec staff	Termly	School Bytes attendance register

WPS Attendance Flow Chart

STUDENT IS ABSENT

TUE-THU

1st Day Absent
Email sent on School Bytes by Principal or Class Teacher
*absence whole day email

2nd Day Absent
Email sent on School Bytes by Principal or Class Teacher
*absence notice 1 email

3rd Day Absent
Phone call made home and documented on School Bytes by Principal or Class Teacher

MON & FRI

1st Day Absent
Email sent on School Bytes by SAM
*absence whole day email

2nd Day Absent
Email sent on School Bytes by SAM
*absence notice 1 email

3rd Day Absent
Phone call made home and documented on School Bytes by SAM

No communication = Unexplained absense Email sent home
*absence notice 2 email

Electronic roll amended within 7 days of absence

After 10 consecutive days of unexplained absence commence enrolemt destination unknown process

Below 90%
Email sent home
*attendance below email

Below 80%
Email sent home
*attendance below email

Below 70%
Refer to HSLO