



WINMALEE PUBLIC SCHOOL

1-15 Leslie St Winmalee NSW 2777
website: www.winmalee-p.schools.nsw.edu.au

SAFE • RESPECTFUL • LEARNERS

Friday 30th April 2021

Attendance on the Sentral Parent Portal

Dear Parents and Carers,

Education for your child is important and regular attendance at school is essential for your child to achieve their educational best and increase their career and life options. NSW public schools work in partnership with parents to encourage and support regular attendance of children. When your child attends school every day, learning becomes easier and your child will build and maintain friendships with other children.

You have access to monitoring your child/children's attendance at school, and a simple way to respond to absences through the Sentral Parent Portal.

Parents are required to explain absences within a seven day period. This can be done easily via the Parent Portal or through a letter or email sent to school.

The NSW Education Act requires all absences that have not been explained within seven calendar days to be permanently recorded as 'unjustified'.

There are a limited number of reasons which justify an absence from school. In some circumstances, even though a reason has been provided, the absence will still be recorded as 'unjustified' because the reason does not count as a valid reason as per the Department of Education policy.

Accessing absences in the Parent Portal

View Attendance Record

You are able to view your child's attendance record. Attendance can be viewed by clicking on your child's profile and then selecting the 'Attendance' tab.

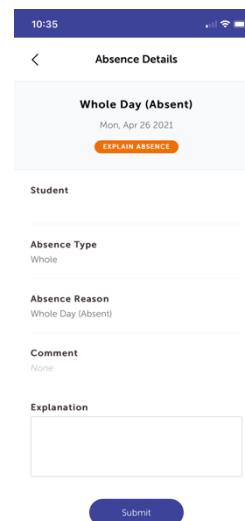
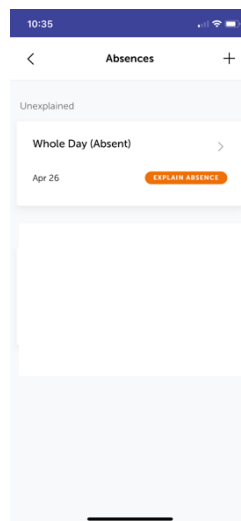
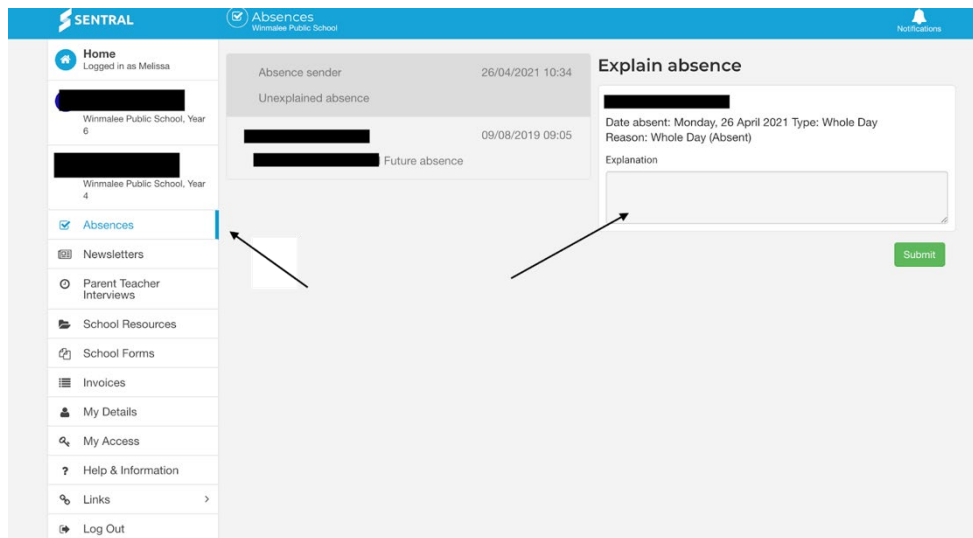
A further breakdown of attendance can be viewed by selecting 'View attendance summary' link you will be able to view a complete summary of your child's attendance for the year.

The screenshot shows the Sentral Parent Portal interface for Winmalee Public School. The user is logged in as Melissa. The main content area displays a message titled "Expression of Interest for High School 2022" posted by Winmalee Public School on Wednesday, 17th March 2021. The message is addressed to "Dear Parents and Carers of Year 6," and states: "Just a friendly reminder that the Expression of Interest for High School 2022 is due back to the school this Friday 19 March 2021. If you haven't already sent it in could you please complete and return it to your child's teacher so they can be sent to the High School. Thank you". Below this is a "5/6C Meet the Teacher" notice posted on Friday, 26th February 2021, addressed to "Dear 5/6C Parents and Carers," and states: "Our Parent Teacher booking system interviews is now available through the Portal. There is a glitch with 5/6C, it will have Mrs Berry as the teacher. The interview will be with the classroom teacher Mr Steven Cook. Sorry for the inconvenience, we are working on rectifying the problem." Below this is a "Swimming Carnival" notice posted on Thursday, 4th February 2021, addressed to "Dear Parents and Carers," and states: "We are looking forward to a great swimming carnival tomorrow at Glenbrook, and are happy that we can have some parent helpers". On the right side of the page, there is a summary card for "Attendance" showing: "Term 1: 100%", "Term 2: 100%", "Term 3: -", "Term 4: -", and "Overall: 100.0%". A blue link "View attendance summary" is visible next to the overall percentage.

Notify of Student Absences

Parents are able to explain absences via the parent portal. To explain an absence, select the absences tab from the portal menu. Please note that all absence reasons need to be verified by the classroom teacher in-line with the DoE attendance policy and procedures. Explanations that may be unjustified include: slept in, running late, child's birthday.

These images show the web based portal and accessing absences on the Parent Portal App.



If you need any assistance with absences, please do not hesitate to contact the school.

Mrs Ford
Principal