**Home School Liaison Officer 2022**

**Statement of Duties**

**The Home School Liaison Program**

Schools and parents are responsible for maintaining the regular attendance of students at school. The Home School Liaison Program assists schools and parents in fulfilling this responsibility.

The Home School Liaison Program is managed and coordinated by Delivery Support staff across the state.

Home School Liaison Program personnel are authorised attendance officers who promote regular attendance at school for students of compulsory school age. They are school based teaching service personnel and as such, are required to maintain **accreditation** with the **NSW** Education Standards Authority (NESA), guided by the Australian Professional Standards for Teachers.

The program is coordinated by Delivery Support, Student Support and Specialist Programs Directorate. Home School Liaison Officers are allocated across NSW and positions are distributed based on school attendance data.

**The role of Home School Liaison Officers**

Home School Liaison Officers:

* monitor student attendance by conducting regular roll checks, identifying areas for development and emerging issues
* collaborate with schools in the review, development and implementation of strategies to improve and promote attendance as an alternative to the Home School Liaison Program
* collaborate with relevant parties in the development of student attendance improvement plans consistent with timeframes for non-attendance and ensure processes and timelines are met in relation to non-enrolment and EDU matters
* document Home School Liaison Program casework and actions for accurate record keeping and analysis using the HSLO-ASLO Reporting Tool (HART) system
* organise attendance meetings and conferences with parents, students and school staff and/or compile supporting documentation to ensure correct procedures are followed, if legal resolution is required
* liaise with government and non-government agencies and participate in operations to improve attendance.