



ATTENDANCE POLICY

2018

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Register of Enrolments

A Register of Enrolments is kept that includes the following information for each student:

- Name, age and address
- The name, address and contact number of parent(s)/guardian(s)
- For students older than six (6) years, previous College or pre-enrolment situation
- Date of enrolment and, where appropriate, the date of leaving the College and the student destination
- Where the destination of a student under seventeen (17) years of age is unknown, evidence that a NSW Department of Education officer with home school liaison responsibilities has been notified of the student's full name, date of birth, last known address, last date of attendance, parents' names and contact details, an indication of possible destination, other information that may assist officers to locate the student, and any known work health and safety risks associated with contacting the parents or student
- The Register of Enrolment is retained for at least seven years following the current date

Daily Attendance

All students are expected to attend College every day except when illness, injury, or some other condition beyond their control prevents them from doing so.

- All students are expected to be in attendance at 8:50 am.
- Absences can be submitted via Care Monkey.
- Rolls are marked by the Teachers who, via Edumate, submit a list of absences to the Student Liaison Officer.
- The list of absences is then checked by the Student Liaison Officer against notes previously handed in.
- A list of absences for the day is automatically emailed to all staff by the Edumate computer system. Unexplained absences are highlighted within this list.
- Where a student has been absent for more than one day without parent contact the Student Liaison Officer will call parents regarding the absence.
- In cases where a student's attendance pattern is inconsistent, a call will be made to the student's parents on the first day of any absence.
- Teachers may also request that the Student Liaison Officer call the parents of any absent student on the first day of any absence.
- If a student develops a pattern of absences the student will be spoken to by the Student Liaison Officer, the School Counsellor and/or the Head of Campus. This staff member will also notify parent(s) and/or guardian(s) regarding poor school attendance. Any information relating to unsatisfactory attendance is transferred to student files.

Late Arrival of Students

Being punctual to school is important to the student and the College. It is the student's responsibility to get to school on time.

- A student will be considered to be late to school if he/she arrives after the start of the roll call at 8:50 am.
- Any student who is late to school must register in reception as they arrive. The Edumate system is updated with these details. These are checked by the Student Liaison Officer.

Early Departure of Students

- If a student needs to leave school for any reason during the school day they are required to present a note from their parent/guardian to the Student Liaison Officer.
- In cases where the student returns to school after being signed out, the student is to sign in at reception before returning to class.

Student Absences from Class

- Staff members check absences from class against the list of absences on Edumate when electronically marking the roll.
- Any unexplained absence is reported immediately to the Student Liaison Officer.
- The Student Liaison Officer makes further enquiries, contacting parents if necessary.

Attendance Records

- The Student Liaison Officer and other administrators at the College administer the Edumate system which includes the official attendance records of students in electronic format. These records are also held in the Student Liaison officer in hard copy form.
- It is very important all students be accounted for. On the day of return to school, students should bring a note from their parents explaining the absence. Alternatively, the parent may send an explanation to the school via email, by text message, or the parent may telephone the school to explain the absence. Any telephone explanation is documented by the Student Liaison Officer.
- If a valid reason for the absence is obtained from the parent/guardian, the absence will be considered excused and will be noted within Edumate by the Student Liaison Officer.
- The Minister for Education approved changes to the use of the Attendance Register codes for 2015 and beyond. The changes implement the ACARA National Standards for Student Attendance Data Reporting. A copy of the current Attendance Register Codes appears in the Appendix.

Following Up Unexplained Absences

- In the event of an explanation for student absence not being received within 3 days of the date of the absence, the Student Liaison Officer will contact the parents by telephone and/or email, requesting advice concerning the absence. These requests should be brought to the attention of the Head of Campus.
- If the College does not receive an explanation of the absence from the parents within 7 days, the Head of Campus will take all reasonable measures to contact the parents within 2 school days after the 7 day timeframe has elapsed (if contact has not already been made).

Neglect : Education - Habitually absent

If a student is habitually absent and is of compulsory school age (as a guide 30 days in the past 100 days), this concern should be brought to the attention of the Headmaster who will use the Structured Decision Making System of the Mandatory Reporting Guide (MRG) to determine the course of action.

Storage of Documents

- At the end of each school year attendance records are transferred to the College Archives for safe keeping.
- Attendance Records and Register of Enrolments are regularly backed up and stored off site.

Exemptions from Attendance or Enrolment

In response to the national agenda and changes to the *Education Act* resulting from the Wood Royal Commission and the new school leaving age, there were significant changes required to school processes and practices around student attendance.

- In January 2010 the NSW Government raised the mandatory school leaving age to 17 years.
- The Minister has delegated the power to grant or cancel a Certificate of Exemption from attendance or enrolment to non-government school principals within strict guidelines.
- This delegated authority ensures that independent school principals have the same level of authority as principals in government schools. It allows principals to provide a Certificate of Exemption for students to be exempt from attending school for up to a total of 100 days in a year or an exemption from enrolment following the completion of Year 9 to undertake a full time apprenticeship or traineeship.
- Applications for exemption outside these guidelines are not within the delegation of non-government school principals, and must be referred to the appropriate delegate – usually the Deputy Secretary of the Department of Education.

Variations to Routine – Procedures for Monitoring Attendance

During the course of the school year, some instances arise when students who are involved in College activities are not present at the morning roll call. In these instances, for safety reasons and for record keeping, it is important that alternative processes be implemented to monitor and report student attendance to the Student Liaison Officer.

College excursions/activities departing the College before 8:50 am

- The teacher organising the excursion is to provide the Student Liaison Officer with a full list of students expected to attend the excursion.
- The organising teacher is to take a roll of student attendance prior to the excursion's departure from the College.
- In instances where any student expected to attend an excursion **is not present** for the excursion, the organising teacher is to contact the Student Liaison Officer on 6332 7301 as close to 8:50 am as possible to communicate student absences:
 - If the organising teacher has received information from the student's parent to explain the absence, this should be communicated to the Student Liaison Officer.
 - If the organising teacher has **not** received information from the student's parent to explain the absence, the Student Liaison Officer should inform the Head of Campus and/or the School Counsellor, who will make arrangements to contact the parent in order to establish the reason for the absence.
- Subsequent processes for recording student absences from a school excursion/activity are implemented in the same way as other absences from College.

Year 12 Examinations

In order to allow students to more effectively prepare for examinations, they are not required to be present at school before an afternoon examination (assuming they have no morning examination that day); nor are they required to remain at school after completing a morning examination (assuming they have no afternoon examination that day).

- Roll call for students sitting a morning examination takes place in the designated main examination room. This roll is taken by the teacher responsible for supervising the commencement of the examination.
- The roll is collected by the Student Liaison Officer (or other delegated staff member).
- Boarding House Rolls are to be completed as close to 8:50 am as possible by the senior residential staff members on duty and promptly sent to the Student Liaison Officer.
- Boarding **and** non-boarding students entering the Day College at any subsequent time during the day (to attend a later examination or for any other reason) are to follow the procedures consistent with Late Arrival Students (see page 4).
- Boarding **and** non-boarding students leaving the Day College at any subsequent time during the day (at the conclusion of an examination or for any other reason) are to follow the procedures consistent with Early Departure Students (see page 4).

Overseas Student Procedures

Records from timetable sources and attendance sources are available through Edumate for referencing each student's attendance record for each subject they are attempting. These records:-

- a) Show when a student's attendance in a particular subject is of concern with regard to mandatory hours (in the case of overseas students 80% of scheduled course hours).
- b) Allow warnings to be issued to the student and warning letters to be sent to the parents/guardian and the student. Copies of both records are kept in the student's file and electronically by the Acting Head of Senior School.
- c) Warning letters will be accompanied by counselling in the event of students being absent for concerning lengths of time (in the case of overseas students this is where absences occur of five consecutive unapproved days or where the student is approaching absence of 20% of mandatory 80% course attendance). Such counselling will be organised by the Head of Campus and will involve conversation with the Student's Boarding Head of House. Minutes of such counselling will be retained as above.
- d) Ultimately will show when a student's attendance is failing to meet satisfactory attendance.
- e) Allow parents/guardians and student to be informed of this failure of attendance. In the cases of failing attendance the Head of Campus will, in discussion with the Student's Boarding Head of House, notify the student in writing of the College's intention to report the student for not achieving satisfactory attendance. The written notice will inform the student that he/she is able to access the College's complaint/appeals process as outlined in the College's Assessment Manuals. Where the appeal process is not accessed, or where it is found to have failed, the College will as soon as practicable, notify the student, the parents/guardian and the Secretary of DEEWR through PRISMS that the student is not achieving satisfactory attendance.
- f) Deferment provisions:-
 - i) The College can only defer or temporarily suspend the enrolment of a student on the grounds of:
 - Compassionate or compelling circumstances (eg. illness and medical certificate OR
 - Misbehaviour of a student
 - ii) In such cases the College (through the Acting Head of Senior School) will inform the student that deferring, suspending or cancelling his/her enrolment may affect his/her student visa and –
 - Notify the Secretary of DEEWR via PRISMS (as required under Section 9 of the ESOS Act where said enrolment is deferred, suspended and cancelled)

- iii) The College, through the Head of Campus, will inform the student of its intention to suspend or cancel the student's enrolment where the suspension or cancellation is not initiated by the student and notify the student that he/she has 20 working days to access the College's complaints/appeals system. If the student so accesses the system the suspension or cancellation of the student's enrolment under this cannot take place until the internal process is completed (unless extenuating circumstances relating to the student's welfare apply).

- g) All letters are issued by the Head of Campus in conference with the Headmaster and the Students' Boarding Head of House.

Appendix

2018 Attendance Register Codes

Definitions

Only the following attendance register codes **must** be used to record the:

- explanation of student absence, and/or
- variation in student attendance
- The school’s Edumate data base uses the appropriate attendance codes.

Attendance Register Codes	
Symbols to be used for explanation of student absence	
Symbol	Meaning
-	<p>Present</p> <p>Student is marked as “Present” in at least one lesson. No markings of “Absent” during the day</p>
None	<p>No Attendance Recorded</p> <p>Student is marked as None. This occurs when the roll has not been marked for that student for that day. This is assumed as present in any absence calculations</p>
A a	<p>Absent Unjustified</p> <p>The student’s absence is unexplained or unjustified. This symbol must be used if no notice has been provided by parents within seven days (refer to your statutory body for timings, 7 days is for the Catholic sector. The independent schools are yet to be given a ruling to our knowl4dge) of the occurrence of the absence.</p> <p>“A” will be triggered when: Student is marked as “Absent” in at least one lesson. No markings of “present”, “Late”, or “Late w/res” during the day.</p>
L a	<p>Absent Approved</p> <p>Principals may record up to 15 days in a school year for students of compulsory school age who have provided an explanation of the absence which has been accepted by the principal. Additional days for students not of compulsory school age may be recorded at the principal’s discretion. This symbol is recorded where a student’s absence is due to reasons accepted by the principal. This may be due to:</p> <ul style="list-style-type: none"> • 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 • Recognised religious festivals or ceremonial occasions <p>“L” will be triggered when a student is marked as “Absent” in at least one lesson. No markings of “present”, “Late”, or “Late w/res” during the day.</p> <p>AND</p> <p>An absentee reason has been recorded to for the marked absence and that reason has a reason type of “3 – Approved” OR the “Approved by the Principal” flag has been set in the absentee reason record.</p>
S a	<p>Absent Illness</p> <p>The students’ absence is due to sickness or as the result of a medical appointment. In these cases:</p> <ul style="list-style-type: none"> • 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 duration of the absence is more than four days. <p>“S” will be triggered when: Student is marked as “Absent” in at least one lesson. No markings of “Present”, “Late”, or “Late w/res” during the day.</p> <p>AND</p> <p>N absentee reason has been recoed3ed for the marked absence and that reason has a reason type of “2-Sick”</p>
E a	<p>Absent Suspended</p> <p>The student was suspended from school.</p> <p>“E” will be triggered when: Student is marked as “Absent” in at least one lesson. No markings of “Present”, “Late”, or “Late w/res” during the day.</p> <p>AND</p> <p>An absentee reason has been recorded for the marked absence and that reason has a reason type of “5- Suspended”</p>

Recording the duration of an absence or variation in attendance

In addition to recording the reason for an absence or the reason for a variation in attendance, the duration of the absence or variation must be recorded.

Manual Attendance Registers

Department of Education and Communities schools that maintain manual attendance registers and do not use electronic means for maintaining student attendance must use the following symbols with the appropriate attendance register code for recording the reason for absence or a variation in attendance:

a - The student was absent on that day.

Pa - The student was late or was absent for part of a day. The time of arrival or departure must be recorded.

Note: The symbol X is to be used for the first and last day that the student attended for each term.

Electronic Attendance Registers³

For **Department of Education and Communities Schools** using electronic means for maintaining student attendance (OASIS, EBS4 or compliant third party systems), when recording a partial absence, the precise time of arrival and/or departure must be documented.

When information is transferred to OASIS from other compliant electronic systems, or from manual attendance registers, whole day absence (a) will be shown as W and partial absence (Pa) will be shown as P.

3. Note: This only applies to Department of Education and Communities Schools.

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