



**John Colet School**

**ATTENDANCE POLICY AND PROCEDURE**

## **Preamble**

This policy accords with the Vision, Mission and Values of the School. In particular, it is the aim of the School to act truthfully and courageously and with service and respect. Our Policy supports the mission of the School that the children be well-versed in the NSW curriculum and the School's own benchmarks.

## **Relevant Legislation**

*Education Act 1990* (NSW)

*Children and Young Persons (Care and protection) Act 1998* (NSW)

## **Related Documentation**

Registered and Accredited Individual Non-government Schools (NSW) Manual

Child Protection Framework Policy

Identify and Respond to Child Abuse and Neglect Policy

Child Protection Records and Information Exchange Policy

Enrolment Policy

Student Safety and Welfare Policy

## **Introduction**

Regular School attendance is critical to enable children and young people to maximise their potential. The School's responsibilities in relation to attendance will be adhered to in accordance with legislative requirements (*Education Act 1990* and *Children and Young Persons (Care and Protection) Act 1998*) related to student welfare and attendance. The School will monitor student attendance to both meet its duty of care obligations and also to provide for the mental, physical and emotional wellbeing of the students in its care as per NESA registration requirements 3.62 and 3.8.

## **Statement of Principles**

This policy is based on the following principles.

1. In accordance with the *Education Act 1990* it is the duty of parents to ensure that children of compulsory school age to either be enrolled at and attend a School or be registered for home schooling.
2. All students who are enrolled at John Colet School are expected to attend the School whenever instruction is provided.
3. The School will inform all employees and parents of the School's responsibilities with respect to managing, recording reporting and monitoring of student attendance. In particular the School will:

- a. Monitor student attendance.
- b. Document student absence.
- c. Investigate unexplained or extended absences in School and/or class.
- d. Notify parent/caregivers of any relevant information regarding attendance.
- e. Obtain relevant details in the event of the cessation of enrolment.
- f. The Headmaster will respond in cases where there is a concern that student welfare may be compromised through lack of attendance at School, including consideration of whether a child may be at risk of significant harm requiring a report to be made to Family and Community Services.

### ***Scope of Policy***

The Policy applies to all employees, students and parents/caregivers in the School community.

Definitions “Repeated absence” means a student misses School intermittently but repeatedly.

“Ongoing absence” means that a student misses School continuously.

“Extended Leave” means absence for a movie role or for an elite art or athletic activity up to 100 days in 12 months as per the Minister’s delegation under Section 25 of the Education Act.

### ***Procedure***

#### **1. Procedures for and Responsibilities of Parents / Caregivers**

Parents / caregivers are responsible for:

- a. Enrolling their children in a registered School
- b. Ensuring their child attends School every day
- c. Explaining a child’s absence promptly:
  - i. By 9.00 am on the day of absence, email with the reason for absence: [attendance@johncolet.nsw.edu.au](mailto:attendance@johncolet.nsw.edu.au) and copy email the class teacher.

- ii. If email is unavailable telephoning the School Office on 94518395.
  - iii. If communication is verbal, following up by written communication within 7 days.
- d. Providing a Medical Certificate for absences longer than three days.
- e. Engaging with the School to address repeated and/or ongoing absences through supporting intervention strategies such as an improvement plan and attending a compulsory school conference if requested.
- f. Making requests for extended leave using the application leave form, with reasons for leave: such as misadventure or unforeseen event, 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. The Headmaster will process the parent's application in accordance with the guidelines from the NSW Department of Education.

## **2. Procedures for and Responsibilities of Students**

Students are responsible for:

- a. Going to their Home Classroom when they arrive at School on time (at or before 8.30am).
- b. Reporting to the School Office when arriving at School late (after 8.30 am) or requesting to leave early and producing evidence as to the reason, such as a signed note from the Parent.

## **3. Procedures for and Responsibilities of the Headmaster**

The Headmaster is responsible for:

- a. Ensuring that the approved prescribed attendance register codes are implemented correctly and accurate records of attendance are maintained daily on SchoolPro.
- b. Ensuring that information is provided to parents / caregivers on the requirements regarding School attendance.
- c. Supporting employees in addressing student non-attendance and assisting in implementation of intervention strategies where necessary.
- d. Ensuring employees are trained and are aware of the expected standards for roll marking and understand their obligations with respect to following up absences at

Orientation before employment and annually during Staff Development Week.

- e. Monitoring repeated or ongoing absence through SchoolPro and via attendance reports, weekly staff meetings and ongoing attendance records.
- f. Where non-attendance is an issue:
  - i. Ensuring that partial and full day absences are investigated, appropriate strategies are documented and implemented to address the issue and, where necessary, in the case of illness, medical certificates are provided.
  - ii. Ensuring that the Class Teacher is proactive in alerting parents/caregivers that this has been noted, and any ongoing situation noted by the Deputy Headmaster.
  - iii. If necessary work with the Deputy Headmaster, Class Teachers and parents/caregivers to devise strategies to improve School attendance.
  - iv. Implementing intervention strategies such as an improvement plan and requesting a compulsory School conference if required.
  - v. Where intervention is not resulting in an improvement of School attendance take further advice such as through Family and Community Services.
- g. Considering any written requests from parents or caregivers for exempted or extended leave and to approve or not approve such requests in accordance with the legislation.

#### **4. Procedures for and Responsibilities of Teachers**

Teachers are responsible for:

- a. Supporting the regular attendance of students by ensuring absences are recorded on the physical roll and reported to the Office for recording in SchoolPro by 8.50am.
- b. Checking email by 9:15 and making sure all children are accounted for and contacting the office if a discrepancy is identified.
- c. In the event that a student arrives late and does not have a Late Pass, sending the student to the School Office to obtain a Late Pass and then collecting the Late Pass from the student.
- d. Sending any communications regarding attendance, leaving early or absences from any parent/ caregiver to the School Office for filing.
- e. Sending the physical roll for checking as requested by the Deputy Headmaster.

- f. Signing leave requests and forwarding for approval to the Headmaster.
- g. Maintaining accurate records of student attendance using the designated attendance register codes.
- h. Monitoring unexplained absences to ensure explanations are returned in a timely manner (within seven days).
- i. Advising students and parents of available support and the consequences of unsatisfactory attendance.
- j. Supporting students who may have experienced significant absences, including being involved in developing strategies to improve attendance.
- k. Informing the Headmaster about students affected by habitual absence and for whom strategies to improve attendance have failed.
- l. Sending the physical roll to the Office for filing at the end of Term 4.

## **5. Procedures for and responsibility of the School Office**

The School Office is responsible for:

- a. Recording student attendance records in SchoolPro software daily to ensure records are up to date.
- b. Ensuring student information is kept up to date both on SchoolPro and on teachers rolls.
- c. Providing the Deputy Headmaster with a monthly report on overall student attendance.
- d. Receiving students that are late and issuing Late Passes. Recording the reason for the lateness and where required seeking evidence.
- e. Calling individual teachers at 8.50am if they have not sent in absentees and calling again as necessary.
- f. Sending a list of all absent students to all staff at 9.00am
- g. Checking any parent/caregiver communications and log reasons for any absence into SchoolPro. In the event of computers and email being inaccessible, contacting parents to confirm absences.
- h. On receipt of notice of absence, informing the Class Teacher and recording the absence and reason in SchoolPro.
- i. In the event of unexplained absence:

- i. checking with parents and the Deputy Headmaster immediately.
- ii. In the event that the above does not yield a satisfactory explanation for the absence, informing the Headmaster.
- j. Filing written communications from parent/caregiver detailing reasons for absence and following up parents/care givers who have not provided a written note within 7 days until it is provided. Forwarding this information to the Class Teacher.
- k. Notifying the Headmaster of any repeated/ongoing absence or unexplained absence.
- l. Arranging for secure filing of Attendance Registers.
- m. Updating STATS (Non-Government School's Student Attendance System) as required.
- n. In Term 4 collecting and collating rolls in classes, filing and identifying any missing rolls and notifying the Headmaster immediately.
- o. Arranging for archiving of class rolls and attendance records.

## **6. Procedures for and Responsibilities of the Deputy Headmaster**

The Deputy Headmaster is responsible for:

- a. Monitoring compliance by the Teachers in keeping rolls in accordance with the School's Attendance Policy including giving feedback and providing training as required.
- b. Reminding teachers to send rolls to the Office for filing.
- c. In the event that a student has an identified record of repeated/ongoing absence exceeding 15% of School days per half term, informing the Headmaster. The Headmaster will then arrange for the School Office to contact the parents by email. A copy of this email is to be filed in the student's personal file. Where attendance continues to be an issue, informing the Headmaster who will follow up directly with parents as per the procedure 3(f).
- d. Ensuring that teachers leaving the School have handed in their rolls or passed them on to the replacement teacher.
- e. Ensuring Casual Teachers are familiar with the policy and procedure for attendance.

## **7. Procedures for and Responsibilities of the Registrar**

The Registrar is responsible for:

- a. Receiving student details on enrolment forms and arranging for these to be entered into SchoolPro. A register of enrolments is kept up to date in the SchoolPro software by the Registrar and School Office employees. This includes the student's name, age, address, parent contact details and relevant dates (eg. Enrolment and date of leaving the School).

- b. When a student leaves the School the Registrar follows up the student's destination school. If the destination school is not confirmed within 2 weeks this will be followed up by notifying a Department of Education Communities Officer with home school liaison responsibilities. The School will provide 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.
- c. Ascertaining the reasons parent/care giver provides for leaving the School.
- d. Keeping records in the secure School Files until they are no longer required for current business. They are then archived until the student reaches the age of 25 years.

***Policy Approval Date: 24<sup>th</sup> September, 2018***