



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/Cars

Parents/Cares 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 and copy email the class teacher.
 - ii. If email is unavailable telephoning the School Office on 9451 8395.
 - iii. If communication is verbal, following up by written communication within 7 days to class teacher and attendance.
- 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 (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 Sentral.
- b. Ensuring that information is provided to parents / cars 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 Sentral 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 Head of School.
 - iii. If necessary, work with the Deputy Head of School, Class Teachers and parents/care givers 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. An extended leave form must be completed if leave is more than 5 school days.

4. Procedures for and Responsibilities of Teachers

Teachers are responsible for:

- a. Supporting the regular attendance of students by ensuring the roll is marked in Sentral by 8.30am.
- b. Checking email by 8.30am 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 emailed communications regarding attendance, leaving early or absences from any parent/caregiver to the School attendance email.
- e. Signing extended leave requests and forwarding for approval to the Headmaster.
- f. Monitoring unexplained absences to ensure explanations are returned in a timely manner (within seven days).
- g. Advising students and parents of available support and the consequences of unsatisfactory attendance.
- h. Supporting students who may have experienced significant absences, including being involved in developing strategies to improve attendance.
- i. Informing the Headmaster about students affected by habitual absence and for whom strategies to improve attendance have failed.

5. Procedures for and responsibility of the School Office

The School Office is responsible for:

- a. Recording student attendance in Sentral software daily to ensure records are up to date. Students arriving after 8.30am, must report to the office for a late slip recorded in Sentral and handed to the class teacher.
- b. Ensuring student information is kept up to date both in Sentral.
- c. Providing the Deputy Head of School with a term report on overall student attendance.
- d. Receiving students that are late and issuing Late Passes. Recording the reason for the lateness.
- e. Calling individual teachers by 9.00am if a student is marked as absent without explanation.
- f. Checking any parent/caregiver communications and log reasons for any absence into Sentral. In the event of computers and email being inaccessible, contacting parents to confirm absences.
- g. On receipt of notice of absence, informing the Class Teacher and recording the absence and reason in Sentral.
- h. In the event of unexplained absence, a phone call is to be made to the parents.
- i. Notifying the Deputy Head of School of any repeated/ongoing absence or unexplained absence.
- j. In the case of a casual teacher, a paper copy of the class roll will be supplied by the office. The casual teacher is to mark and return the roll to the office by 8.30am. The office will then mark the roll electronically in Sentral to support the paper copy.

6. Procedures for and Responsibilities of the Deputy Head of School

The Deputy Head of School is responsible for:

- a. 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).
- b. 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 Sentral. A register of enrolments is kept up to date in the Sentral 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. The School will use the form in Appendix A.
- 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.

If a student of compulsory school age (6 – 17 years) withdraws from the school without providing details of the next educational enrolment setting, OR if the principal is not satisfied with the information provided of the next educational setting (eg not providing home schooling Certificate of Registration - NESAs), OR if it is uncertain as to what the next educational enrolment setting is; then the school is required to notify the NSW Department of Education that the student's next educational destination is unknown (see Appendix A). This form should be completed for children moving within NSW, moving interstate or overseas.

Once completed, the form is emailed to the NSW Department of Education at attendance@det.nsw.edu.au. The student can then be removed as a current student from the school's enrolment register. A copy of the form should be available on the student's file. The destination field in the enrolment register should note that the form was lodged with the department, and the date the form was lodged.

Place on School Letterhead



Education
Public Schools

Student Enrolment Destination Unknown Notification

This form has been prepared to provide a Department of Education Home School Liaison Officer (HSLO) with details where the enrolment destination of a student of compulsory school age is unknown.

Name of School:
Location of School:
School contact details:

Student Details

Student Name:
Date of Birth:
Last known address:
Last day attended:
Has the student enrolment been withdrawn and parent notified (date):

Parent Details

Parent Name(s):
Contact details:

Further information

Possible destination:
Other relevant information:

Any risks associated with contacting the student or parent?
Outline what efforts the school has taken to locate the child/children

Principal Name:
Principal Signature:
Date

Return to: NSW Department of Education attendance@det.nsw.edu.au