

# ALLEGRA SCHOOL COFFS HARBOUR ATTENDANCE AND EXEMPTION POLICY

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## ATTENDANCE AND EXEMPTION POLICY

- **Preamble**

Allegra School Coffs Harbour has a clear responsibility to record and monitor student attendance, identify, follow up and notify Parents/Guardians or Caregivers of absences and to encourage regular attendance.

Regular attendance at School for every Student is essential if Students are to achieve their potential, and increase their career options. Allegra School Coffs Harbour provides a caring teaching and learning environment which addresses the academic learning and support needs of the Students while fostering a sense of wellbeing and belonging to the School community. Encouraging attendance is a core School responsibility.

### **1.1 Scope**

This Policy relates to the Principal, Staff, Parents/Guardians or Caregivers and Students, to ensure they know their legislative requirements and responsibilities for Student attendance and the consequences of unsatisfactory attendance.

## **2. Policy**

A register of attendance is maintained by Allegra School Coffs Harbour in a form approved by the Minister. Enrolments and daily attendance of all Students at the School are recorded in the register including information on each student, as required by Section 3.8 of the NSW Education Standards Authority (NESA) *Registered and Accredited Individual Non-government Schools (NSW) Manual*. Attendance will be closely monitored and Parents/Guardians or Caregivers will be notified of unexplained absences.

A child is of compulsory school age when the child is of or above the age of 6 years and below the minimum school leaving age of 17 years of age. The Education Act 1990 requires that parents ensure their children of compulsory school age are enrolled at and regularly attend school.

A child who completes Year 10 but who is below the age of 17 years is of compulsory school age unless the child participates in approved education or training on a full-time basis, or if the child is of or above the age of 15 years, paid work or a combination of approved education or training and paid work.

Where the Parents/Guardians or Caregivers of a Student of compulsory school age seeks an exemption from attendance at school or an exemption from enrolment, the Principal will process the application in accordance with the guidelines from NSW Department of Education.

The Principal may exercise the Minister's delegation under Section 25 of the *Education Act* in relation to granting and cancelling a certificate of exemption from being enrolled and attending School in certain prescribed circumstances.

Parents/Guardians or Caregivers have a duty to ensure the child is enrolled and attends Allegra School Coffs Harbour. Regular attendance at School is essential for the child to achieve their educational best and increase their career and life options.

### **2.1 Procedure**

Refer to Attachment A (Detailed Daily Attendance Procedure).

### **3 Register**

The register of enrolments and the register of daily attendance is maintained in electronic form using the Sentral database platform.

The register of enrolments includes the following information for each Student:

- Name, age and address
- The name and contact information of Parents/Guardians
- Date of enrolment and, where appropriate, the date of leaving the School and the Student's destination
- Previous School/pre-enrolment situation
- Evidence of notification to the Department of Education of Students below seventeen years of age whose destination is unknown.

The register of daily attendance, using the common code approved by the Minister, includes the following information for each Student:

- Daily attendance
- Absences
- Reason for Absence
- Documentation to substantiate the reason for absence.

The Register of Attendance will be retained for a minimum period of seven years after the last entry was made. Copies of the information in the Register of Attendance are stored online, backed up daily and stored off-site at regular intervals by an Administration Officer ("Administration").

An audit of the use of the Ministerial Codes entered into Sentral will be conducted, at minimum, annually by the Principal and/or delegate.

### **4 Absences**

Parents/Guardians or Caregivers are required to explain all absences of their child from the Allegra School within seven days of the first day of any period of absence.

An explanation for absence may be made using any of the following means:

- Phone call to 02 66 525 378
- Text message to the School mobile number
- Text message in response to automated text message
- Written note or email to [school@coffscollege.nsw.edu.au](mailto:school@coffscollege.nsw.edu.au)
- Personally visiting the School Administration Office.

A medical certificate or other documentation to substantiate the reason for absence may be requested by the Principal and/or delegate. Sick leave will be granted to students whose absences are satisfactorily explained as being due to an illness. The Principal and/or delegate may:

- Accept other explanations for absence,
- Decline to accept an explanation for absence,
- Grant an exemption from school attendance and or part-day exemptions for period totaling up to 100 days in a twelve month period. An exemption from enrolment for students who have completed year 9 and have the required approval to complete their education in special circumstances through an apprenticeship or traineeship may be granted.

## **5 Attendance**

Accurate recording and promotion of increased and regular attendance is the responsibility of all School Staff. Responsibilities include:

### **5.1 Teaching Staff**

- Correctly recording daily rolls at the beginning of the day using Sentral, or a current printed roll delivered to Administration
- Monitor Student attendance throughout the day
- Notify Executive Staff and/or Administration of unexplained Student absence
- Maintain accurate records of Student attendance, including class attendance rolls on a per period basis, thus promoting early identification of Students at risk of developing poor attendance patterns
- Promote and encourage regular attendance through teaching and learning activities that acknowledge the learning and support needs of the Students
- Monitor Student progress in relation to attendance
- Provide Students with an opportunity to complete/catch up on missed work
- Follow the correct procedures for determining the award of the RoSA
- Address School based factors impacting on Student attendance promptly
- Understand their Child Protection and Mandatory Reporting requirements and report concerns to the Principal
- Provide a caring teaching and learning environment which fosters student's sense of wellbeing and belonging to the School community
- Record unsatisfactory attendance information in Sentral
- Alert the Principal and/or delegate when a Student's pattern of attendance is of concern
- Assist in the implementation of attendance improvement initiatives.

### **5.2 Administration**

- Entering and confirming all attendance and absences in Sentral
- Correctly using the Ministerial Codes as trained
- Recording Parent/Caregiver explanation of Student absence
- Filing supporting documentation in Student file
- Recording late arrivals/early leavers that are noted in the sign in/sign out book in Sentral
- Finalizing rolls in Sentral
- Monitor responses to non-attendance notifications and update Sentral as required
- Issue Leave Passes to permitted Students
- Notify Executive/Student Support of anomalies in attendance/records
- Participate in the monitoring and auditing of the use of Ministerial codes
- Identify Students at risk of developing poor attendance patterns
- Undertake all reasonable measures to ensure contact is made with parents if an absence is unexplained
- Consult with the Principal when frequent absences are explained as being due to illness
- Transfer unsatisfactory attendance information to Student files
- Alert the Principal and/or delegate when a Student's pattern of attendance is of concern
- Alert the Principal of Students at risk of developing poor attendance patterns
- Understand their Child Protection and Mandatory Reporting requirements and report concerns to the Principal.

### 5.3 Principal and/or delegate

- Determine validity of unexplained and unjustified absences
- Promote and encourage regular attendance
- Provide clear information to Students and Parent/Caregivers regarding attendance requirements and consequences of unsatisfactory attendance
- Provide School Staff with information on attendance requirements and their obligation to monitor and promote regular attendance
- Monitor Student progress in relation to attendance
- Monitor Student welfare in relation to attendance
- Monitor measures put in place to follow up Student absences
- Undertake all reasonable measures to ensure contact is made with parents if an absence is unexplained
- Consult, when frequent absences are explained as being due to illness, with Parents and medical staff regarding the health care needs of the Students and seek medical certificates
- Follow the correct procedures for determining the award of the RoSA
- Monitor and audit the use of Ministerial Codes in Sentral
- Consider Child Protection requirements
- Report Students who are not meeting their enrollment and attendance obligations to the NSW Department of Education via the Home School Liaison Officer: [attendance@det.nsw.edu.au](mailto:attendance@det.nsw.edu.au)
- Lead attendance improvement initiatives
- Ensure that, for Students with attendance concerns, the welfare and learning support needs of those Students are addressed in consultation with parents
- Encourage Staff to implement attendance improvement initiatives.

Further, Parents/Caregivers, Students have the following responsibilities:

### 5.4 Parent

- Ensure their child is enrolled at and attends School
- Notify Allegra School with an explanation of Student absence within seven days of the first day of any period of absence
- Provide supporting documentation when required or requested
- Promote and encourage regular attendance by working in partnership with the School to plan and implement strategies to support regular attendance, including communicating with the School if they are aware of any issues impacting on their child's attendance or engagement.

### 5.5 Student

- Record disruptions to attendance (late arrival/early leaver) in the sign in/sign out book
- Provide adequate explanation for the leave period
- Maintain attendance.

Authorized Officers (e.g. Police Officers, local agencies such as Headspace) have the capacity to:

- Request the Student to produce a Leave Pass
- Direct Students who do not hold a valid Leave Pass to return to School
- Notify the School that Student has been identified as not having a valid Leave Pass.

## **6 Notifications**

Allegra School Coffs Harbour will use a combination of the following means to notify Parents/Caregivers of Student absence:

- Non-attendance notification once the roll has been finalized via automated text message (whole day absence)
- Non-attendance notification upon the conclusion of the School day via automated text message (partial day absence)
- Phone call to the Parent/Caregiver where unexplained absence has occurred for 3 consecutive days
- Individual attendance notifications mailed/emailed to parents requesting explanation of absences
- Attendance overview on the Student School Report
- Parent Meeting.

## **7 Leave Passes**

A Leave Pass will be issued to students who have permission to leave school premises during normal school hours by the School Office Administrator. The Allegra School Coffs Harbour Leave Pass assists Police Officers and community members to identify students who have permission to be out of school during normal school hours.

The Leave Pass:

- Is only valid on the day of issue
- Records the date and time of Student departure from School
- Records the scheduled return time of the Student to School
- Contains the Allegra School Coffs Harbour logo and School details
- Indicates the method of communication used to permit Student leave.

Students travelling on activities or excursions do not require a Leave Pass.

## **8 Monitoring**

Student welfare is supported by monitoring student attendance in consultation with Parents/Guardians or Caregivers. Student attendance is monitored through:

- Student Welfare Meetings
- Staff Meetings
- Student Meetings with Head Teacher/Student Support Worker/Principal
- Student Attendance Improvement Plans
- Regular monitoring of attendance records on Sentral
- Triaging through Student Progress Monitoring Meeting
- Parent Meetings

At the end of each Term the Administration Officer generates a report on Attendance Improvement and Retention for the Principal and/or delegate for the monitoring and analysis of attendance rates.

The monitoring approach is coordinated by the Office of Quality Assurance, comprised of the Principal, Student Support Officer and Head Teacher.

Staff meetings provide Staff with information on attendance requirements and their responsibilities and obligations to monitor and promote regular attendance.

When a drop in attendance occurs, the following Four Stage Model procedure applies:

### Four Stage Model

Stage 1	Student meeting
	Parent Contact
	Attendance Improvement Plan issued to student with a letter
	Agency help offered – e.g. Headspace
Stage 2	Student meeting
	Individual/Flexible Plan agreement – e.g. Additional homework, flexible start times
	Parent/caregiver called to attend a meeting
	Consider Mandatory Report
Stage 3	Contact student and/or parent
	Alternative learning options offered – e.g. distance education, VET
	If no response: <ul style="list-style-type: none"> <li>• HSLO notified if no response from student and/or parent</li> <li>• Consider Mandatory Report</li> </ul>
Stage 4	Withdrawal/Expulsion

The Principal and/or delegate is responsible for ensuring that, when frequent absences are explained as being due to illness, consultation occurs with Parents/Guardians or Caregivers for the health care needs of the child. If absences are ongoing, permission will be sought from Parents/Guardians or Caregivers to contact the Student's doctor so the School has all the relevant information for the student's health care needs. Consideration is given to the requirements of the Child Protection Policies.

### 9 Student or Course Progress

Regular attendance at school is essential for the child to achieve their educational best and increase their career and life options. To demonstrate satisfactory course progress, Students will need to achieve some or all course outcomes. The methods the School will use to monitor, record and assess the progress of each course in which the Student is enrolled may include, but are not limited to:

- Subject specific progress monitoring by the subject Teacher
- Reporting of unsatisfactory progress, or Students of concern, to the Head Teacher by the subject teacher
- Regular monitoring of Student attendance at Student Welfare and Staff Meetings
- Regular monitoring of course progress, including at the Student Progress Meeting
- Reporting of Student achievement at the end of each Semester
- Reporting of Student achievement at Parent/Teacher information sessions
- Principal and/or delegate meetings with Students, parents and relevant Teachers to discuss student progress
- Notification of unsatisfactory progress with a subject specific N Determination Warning
- Implementation of Student Attendance Improvement Plans

Lack of Student progress can affect the awarding of the Record of School Achievement. If Students are at risk of not completing course criteria due to non-attendance, in addition to subject specific N Determination Warnings, the Principal and/or delegate will notify the student in writing of the possibility of receiving an 'N' Determination or Letter of Concern. Copies of issued letters are placed on the students file.

## 10 Improvement

To promote student attendance, combat truancy, increase attendance rates and lift student engagement the Principal and/or delegate supports the implementation of a variety of strategies that may include but are not limited to:

- Provision of nutritious food
- Not being required to wear uniform
- Rewards excursions/program
- Development of personal attendance goals
- Offered high levels of Student Support
- Access to Student Support Officer
- Referral to external support networks such as Headspace, Groundworks and Bellingen Youth Hub
- Promotion of participation in whole School events
- Regular local learning excursions
- No fees
- Celebration of Student achievement e.g. formal and graduation ceremonies
- Celebration of personal Student achievement
- Attendance Improvement Plans
- Providing financial assistance to engage in School programs
- Promotion of inclusive culture focused on Student wellbeing
- Condensed timetable to conclude the School day at 2pm
- Alternate work programs.

## 11 Home School Liaison Officer

Where the Student is under the compulsory age and their destination is unknown, the Principal and/or delegate will contact the Home School Liaison Officers as soon as possible so an investigation can be conducted: Contact 66517 801. The Student Enrolment Destination Unknown Notification Form will be completed and returned to the NSW Department of Education [attendance@det.nsw.edu.au](mailto:attendance@det.nsw.edu.au) email.

## 12 Exemption from Enrollment and Attendance at School

The Principal may exercise the Minister's delegation under Section 25 of the Education Act in relation to granting and cancelling a certificate of exemption from being enrolled and attending school in certain prescribed circumstances.

### 12.1 Exemption from School

**12.1.1** A Student may be exempt from being enrolled at and attending School if the Minister or delegate is satisfied that conditions exist which make it necessary or desirable that a Certificate should be granted. A Certificate of Exemption may be given subject to conditions and limited to a period specified in the certificate.

**12.1.2.** A Certificate of Exemption must only be granted when it has been clearly demonstrated by the applicant that an exemption is in the Student's best interests in the short and long term. Alternatives to exemption should have been fully explored.

**12.1.3.** In these Procedures the term 'Parent' or 'Parents' includes any person or persons having the custody or care of a child.

**12.1.4** A Certificate of Exemption should not be approved where the Student has been the subject of contact with a child protection report to Department of Communities and Justice and/or there are unresolved issues concerning a risk of harm. Prior to granting a Certificate of Exemption a risk assessment should be completed to identify and manage risks.

**12.1.5** If Parents request authority not to enrol their child, this must be considered an application for exemption from enrolment.

## 12.2. Authority to grant exemptions

**12.2.1.** Under Section 25 of the Education Act 1990, the Minister may grant a Certificate of Exemption. This power is delegated, subject to these Procedures, as outlined in the following table:

Powers – Exemption from Attendance at School	Delegates (Note: Delegates cannot delegate)
Exemption from School attendance for students engaged in employment in approved entertainment industry activities up to 100 days in a twelve month period for any one Student.	Principal  Note: In large scale productions or for long term commitments to such a production the application may be referred to the Minister's Delegate via the AIS Division Head, Education Regulations and Program Implementation.  It is also possible for employers in such cases to make one direct application for all Students to the Minister's Delegate at the Department of Education.
Exemption from School attendance for Students participating in elite arts or elite sporting events* up to 100 days in a twelve month period for any one Student.  * Refers to national/international sports events, elite programs run by national and international organisations, talent identification programs run by NSW Dept Sport and Recreation	Principal
Exemption from School attendance totalling up to 100 days in a twelve month period for any one Student, including part time exemption.	Principal
Exemption from School attendance totalling 100 days or more in a twelve month period for any one Student.	The Minister's Delegate at the Department of Education, who has requested applications to be forwarded via the sector representative - the AIS Division Head, Education Regulations and Program Implementation.
<b>For periods exceeding the delegate's authority the application should be referred to the next most senior delegate.</b>	

Powers – Exemption from Enrolment at School	Delegates (Note: Delegates cannot delegate)
Exemption from enrolment - Age	The Minister's Delegate at the Department Education, who has requested applications to be forwarded via the sector representative - the AIS Division Head, Education Regulations and Program Implementation.  This includes the case where parents apply for a delayed start to school for a child about to turn 6.
Exemption from enrolment - Health, learning or social needs or disability	
Exemption from enrolment - Completion of Education under Special Circumstances- for apprenticeships and traineeships only	Principal
Exemption from enrolment - Completion of Education under Special Circumstances- <u>not</u> an apprenticeship or traineeship	Please complete form on the NESA website.

### 12.3 General Principles

**12.3.1.** Procedural fairness must be accorded to an applicant. If the Principal is considering refusing granting an exemption, the Parent should be given an opportunity to respond to the delegate's concerns before a final decision is made. This opportunity should be offered to the Parent in writing.

**12.3.2.** If an applicant wishes to appeal against a decision made by a Principal, the Allegra School Coffs Harbour Complaints and Grievances Policy and procedures applies and/or the applicant may appeal to the Minister's Delegate.

**12.3.3.** For most exemptions, Parents make an application by completing an Application for Exemption from Attendance/Enrolment at School. This must be made in writing and in advance. Parents may seek assistance from the Principal when completing forms.

**12.3.4.** The Parent is not required to apply for an exemption in cases of the child being prevented from attending School because of a direction under the Public Health Act 2010. The Principal may grant a Certificate of Exemption for the period determined by relevant authorities under this Act.

**12.3.5.** If there is any case where there are circumstances that may not be considered by these Procedures and an exemption appears to be in the best interest of the child, the case should be referred to the AIS Division Head, Education Regulations and Program Implementation prior to an exemption being granted.

**12.3.6.** A Principal can cancel the Certificate of Exemption where they identify circumstances that they believe warrants this action. For example, where the conditions attached to the exemption are not being met or cease to apply.

**12.3.7.** Allegra School Coffs Harbour will retain copies of all documentation relating to the exemption in the Student's file until the Student reaches the age of 25, or for 7 years, whichever is greater, and then destroy.

## **13. Exemption from Attendance at School**

### **13.1. Reasons for granting full day exemptions from attendance at school**

#### **13.1.1. The Principal may grant exemptions due to:**

- exceptional circumstances (including the health of the Student where sick leave or alternative enrolment is not appropriate)
- the child being prevented from attending School because of a Principal's direction under the Public Health Act 2010. (Note that in the case of an outbreak of a vaccine-preventable disease, the School is required to advise an unvaccinated student not to attend until advised to do so. The Parent is not required to complete an application for exemption)
- employment in the entertainment industry
- participation in elite arts or elite sporting events (i.e. national/international sports events, elite programs run by national and international organisations, talent identification programs run by NSW Department of Sport and Recreation).

For any other matter not covered by the above points, the Principal should consult the AIS Division Head, Education Regulations and Program Implementation.

Students travelling during school terms are not to be exempt. If the Principal accepts the reason, then leave is granted and the 'L' code should be used, consistent with the implementation of National Standards for Student Attendance Data Reporting

#### **13.1.2. The attendance register must indicate full day exemptions with the code 'M'.**

### **13.2. Reasons for granting part day exemptions from attendance at school**

**13.2.1.** The Education Act 1990 gives the Minister or Principal the power to grant a Certificate of Exemption from the requirement to attend School during the times specified in the Certificate.

**13.2.2.** For Students participating in elite arts or elite sporting programs (i.e. national or international sports events, camps run by national or international sports organisations, national sports squads and talent identification programs run by the NSW Department of Sport and Recreation) who are required to attend regular activities/training during school time the appropriate application must be completed and submitted to the Principal for approval prior to commencing the program.

**13.2.3.** For part day exemption due to the requirements of a health care plan, the Principal should seek the Parents' consent to obtain information from health professionals responsible for the health care of the child and prepare forms relating to exemption from attendance.

**13.2.4.** Students participating in School programs may be granted part day exemptions for periods of time not exceeding the equivalent number of full school days. Close monitoring of exemption periods is necessary so that the approval period is not exceeded.

**13.2.4.** Participation in such School programs must be approved by the Principal.

**13.2.5.** The attendance register must indicate part day exemptions with the code P/M.

## **14. Exemption from Enrolment at School**

### **14.1. Reasons for Granting Exemptions from Enrolment at School**

**14.1.2.** Principals may grant exemptions to Students from the requirement to be enrolled in school provided approval has been given by the Commissioner for Vocational Education, State Training Services, to their entering a full time apprenticeship or traineeship. This applies to Students who have completed Year 9 and before they have completed Year 10. Such exemptions should only be granted where the:

- Principal considers that the Student is a suitable candidate to complete his or her education through an apprenticeship or traineeship
- Student's Parents give permission for this to occur
- Principal has sighted a full time apprenticeship or traineeship contract signed by the employer and a summary training plan authorised by the Registered Training Organisation employer agrees to notify the Department of Education (through the Principal) if the apprenticeship or traineeship is abandoned before the student turns 17
- Apprenticeship or traineeship is approved by the Commissioner for Vocational Training, State Training Services as suitable for the young person and the training contract attains 'registered' status following the probationary period. Where approval is granted by the principal and the Commissioner subsequently notifies the student of his or her decision not to approve the contract following the probationary period the approval and the exemption will be cancelled. The student's parents must then take steps to comply with their compulsory schooling obligations.

If the student does not complete the apprenticeship or traineeship, they will not have completed Year 10. They will be legally required to complete Year 10 under another pathway of the Education Act (1990), for example, by returning to school or seeking enrolment in TAFE NSW

## **15. Issuing Certificates of Exemption from Attendance or Enrolment at School**

**15.1.1.** On approval, a Certificate of Exemption must be issued and:

- include any specific conditions that apply to the exemption
- state that the exemption may be cancelled if any such conditions are not met or cease to apply
- specify dates for which the exemption has been granted, including hours of program participation if a part day exemption period applies

**15.1.2.** The original Certificate of Exemption will be provided to the Parents.

**15.1.3.** A copy placed in the Student's file. For exemption from enrolment, a copy of the Certificate of Exemption will be provided to the school on subsequent enrolment and must be placed in the Student's file.

## Related Policies

Enrolment

Eligibility for the Record of School Achievement (RoSA) Award

Child Protection

Student Behaviour

## Registered and Accredited Individual Non-government Schools (NSW) Manual Reference No

3.8 Attendance

## Review of Policy

Policy to be reviewed one year from date of effect or earlier if required

## Version History

Version	Approved By	Approval Date	Date of Effect	Sections Modified
Original	Board	21 Jan 2020	22 Jan 2020	Change of Name; minor edits; general review
V1	Board	18 Feb 2020	19 Feb 2020	Reformatting; consolidation of points; updating process and procedure; Combining policies – formerly Exercising the Minister's Delegation and Attendance Policies

## Attachment A: Ministerial Codes for use in Attendance Register

The tables on the following pages indicate:

- Attendance Register Codes – Explanation of student absence
- Attendance Register Codes – Variation in attendance

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

Schools must use the following symbols to record an absence or variation in attendance, *in addition to* the appropriate attendance register code shown on the following pages.

Symbol	Meaning
<b>a</b>	The student was absent for the whole day
<b>Pa</b>	The students was late or was absent for part of the day. The time of arrival or departure must be recorded.

NESA requires that the register of enrolments must be retained for a minimum of five (5) years before archiving.

The register of daily attendance must be retained for a period of seven (7) years after the last entry was made.

### Attendance Register Codes – Explanation of student absence

The following attendance register codes are to be used to record the explanation of student absence and are counted for statistical purposes.

Symbols to be used for explanation of student absence		
Symbol	Meaning	Notes
<b>A</b>	The student's absence is unexplained or unjustified. This symbol must be used if no explanation has been provided by parents within seven days of the occurrence of an absence or the explanation is not accepted by the principal. It is at the principal's discretion to accept or not accept the explanation provided.	To be also used if the principal <b>does not</b> accept that an absence (e.g. for extended leave/travel during school term) is in the student's best interests and that the reason is unjustified.
<b>S</b>	The student's absence is due to sickness or as the result of a medical or paramedical appointment. In these cases: <ul style="list-style-type: none"> <li>- a medical certificate is provided or</li> <li>- 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 student has a history of unsatisfactory attendance.</li> </ul>	
<b>L</b>	An explanation of the absence is provided which has been accepted by the principal. This may be due to: <ul style="list-style-type: none"> <li>- misadventure or unforeseen event</li> <li>- participation in special events not related to the school</li> <li>- domestic necessity such as serious illness of an immediate family member</li> <li>- attendance at funerals</li> <li>- travel in Australia and overseas</li> <li>- recognised religious festivals or ceremonial occasions.</li> </ul>	Note that this code is to be used if the reason for the absence (e.g. extended leave/travel) <b>is accepted</b> by the principal.  The principal may consider an Application for Extended Leave/Travel from parents, and provide a Certificate for Extended Leave/Travel, if approved.
<b>E</b>	The student was suspended from school	

### Attendance Register Codes – Variation in attendance

Only the following attendance register codes must be used to record a variation in attendance – they are **not** counted as an absence for statistical purposes. In addition to recording the reason for a variation in attendance, the duration of the variation must be recorded.

Symbols to be used for explanation of student absence		
Symbol	Meaning	Notes
<b>M</b>	The student was exempted from attending school and a Certificate of Exemption has been issued by a delegated officer.	
<b>F</b>	The student is participating in a flexible timetable and not present because they are not required to be at school. This could include participation in: <ul style="list-style-type: none"> <li>- HSC Pathways Program</li> <li>- Best Start Assessments</li> <li>- Trial or HSC examinations</li> <li>- VET courses</li> </ul>	The 'F' code is no longer only for senior students participating in a flexible timetable.  The code should also be used in independent schools for students attending external tutorial centres and other programs that are school authorised.
<b>B</b>	The student is absent from the school on official school business. This symbol is recorded where the principal approves the student leaving the school site to undertake, for example: <ul style="list-style-type: none"> <li>- work experience</li> <li>- school sport (representative events)</li> <li>- school excursions</li> <li>- student exchange</li> </ul>	The 'B' code is used for sport when the student has been selected to represent the school at an event.  If the student is participating at an elite level (state or national squads), consideration may be given to an Exemption from Attendance (Elite Sports/Arts)
<b>H</b>	The student is enrolled in a school and is required or approved to be attending an alternative educational setting on a sessional or full time basis.  The symbol is recorded where a student accesses education settings separate to their mainstream school such as: <ul style="list-style-type: none"> <li>- tutorial centre and programs</li> <li>- behaviour schools</li> <li>- juvenile justice</li> <li>- hospital schools</li> <li>- distance education</li> </ul>	In most cases this code will only be used by government schools, with the exception of students from non-government schools attending hospital schools.  The 'F' code, not the 'H' code is to be used by independent schools for students attending external tutorial centres and programs that are school authorised.

## **Attachment B- Detailed Daily Attendance Procedure**

### **Regular Scheduled Classes**

- ☐ Class Teachers are to mark the roll each morning between 9.00am and 9.30am
  - In Sentral, or
  - On a current printed roll that is sent to the Administration Officer for input in system.
- ☐ The Administration Officer is to contact the appropriate Teacher if the roll remains unmarked at 9:30am. Teachers will immediately mark their rolls
  - In Sentral, or
  - On a current printed roll that is sent to the Administration Officer for input in system.
- ☐ Parents/caregivers will be notified by text message of a Students' daily absence.
- ☐ Administration Officer to enter Late Arrivals, Early Leavers and absences advised by Parents/Caregivers in Sentral.
- ☐ The Administration Officer cross references the information provided in the Sign in/Sign out book with the provided explanation and to determine the validity of the absence. The Principal and/or delegate will be notified of any incongruous accounts.
- ☐ Explanation notes from Parents must be returned by Students to the Administration Officer.
- ☐ Absentee notes should be entered into the data base daily. Emails explaining absence will be stored electronically and printed for the file, written notes filed in the Students' record file and phone messages recorded in Sentral.
- ☐ Class Teachers to maintain their class attendance rolls on a per period basis.
- ☐ Class Teacher to liaise with the Principal and/or delegate regarding any extended or unexplained absence.
- ☐ Student absence will be monitored by the Principal and/or delegate on a daily basis.
- ☐ Parents/caregivers will be notified by text message of a Students' partial daily absence.

### **Unexplained Absence - 3 consecutive days or more**

- ☐ The Administration Officer and/or delegate will contact parents by phone. Parents are required to respond to this communication, and provide an explanation of absences within seven (7) days.
- ☐ Chronic absences will be monitored by the Office of Quality Assurance and addressed as per the Four Stage model.
- ☐ Should an absence remain unexplained, an attendance notification letter will be sent to parents after two weeks; the absence will be raised in the Student Welfare Meeting and may be followed up with phone contact.
- ☐ Parents may be called for a Parent Interview
- ☐ The Principal and/or delegate will consider Child Protection and Mandatory Reporting requirements.

### **Leave Passes**

- ☐ Leave Passes will be issued to students signing out from School early by the Administration Officer. A reason should be supplied through parent/carer notification, or with permission from the Principal and/or delegate and entered onto the Pass. Time leaving and time returning will be noted on the Pass and on Sentral.

### **Excursion/Field Trips**

- ☐ Teachers coordinating events are to advise Student attendance and absences to the Administration Office by 9.30am via phone call, email or text message
- ☐ Administration Officer to mark Excursion and Field Trip rolls in Sentral.
- ☐ Notification to Parents/Caregivers to follow the same procedure as 'regular scheduled classes'.

### **Emergency**

- ☐ Teachers are responsible for marking their class rolls.
- ☐ The Administration Officer is responsible for taking a print out of the roll to the evacuation area along with the Sign In/Sign Out Book.