



TRUNDLE CENTRAL SCHOOL

Croft St, Trundle NSW 2875

A school that provides a professional, stimulating and challenging learning environment

Attendance Policy and Procedures

Revised 10/11/15

Objectives - Policy Statement

1. To promote good attendance for all students.
2. To promote the positives of good attendance for all students.

Section 22 of the Education Act (1990) states that it is the duty of the parent of a child of compulsory school-age to cause the child:

- a. to be enrolled at, and to attend, a government school or a registered non-government school, or
- b. to be registered for home schooling with the Board of Studies and to receive instruction in accordance with the conditions to which the registration is subject, or
- c. complete an approved alternative pathways program.
- d. Be given a school exemption from the school Principal

Audience and Applicability

1. This policy applies to all students of Trundle Central School.
2. All students who are of compulsory school age unless given an exemption by the Principal are required to attend school.

Responsibilities and Delegations

Parents and Carers

1. Required to send their children to Trundle Central School each day it is open for instruction.
2. Parents are required to explain the absences of their children from school promptly and within seven school days to the school.

School Administration and Support Staff

1. Verbal explanations of absences, either in person or phone, and are recorded, dated and signed and entered on rolls by SASS staff.
2. SASS staff enter all partial absences on rolls. The precise times of arrival or departure are recorded.
3. SASS staff generate a daily absentee sheet and distribute to staff pigeon holes.
4. SASS staff enter all variations to student attendance from the teacher variation sheets into OASIS the next day.
5. SASS staff contact parents within five school days of an unexplained absence occurring.
6. SASS retain a hard copy of the rolls for three years or until the student turns 24 if an accident is recorded. Storage is identified and archived at the end of each year.
7. Explanation of absence notes are kept for two years from the date of the absence. Storage is identified and archived at the end of each year.

Teachers

1. Teachers initial the roll marking slips each day.
2. Teachers initial, date and record the appropriate attendance code on student absence notes, if submitted to teacher on assembly.

3. Teachers record on the variation sheet student variations to attendance and return to the front office at the end of the day.
4. Teachers record attendance for each lesson (secondary) and for classes regularly conducted in locations other than the home classroom (primary).

Principal

1. Encourage parents to provide verbal explanations of absences, either in person or phone.
2. Provides clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.
3. Reminds parents regularly of attendance requirements via individual letters and the Trundle Central School newsletter.
4. The Principal or delegate undertakes all reasonable measures to contact parents promptly and within five school days of an unexplained absence occurring.
5. Is responsible for ensuring that attendance records are maintained in an approved format and are an accurate record of the attendance of students.
6. Principal signs a hard copy of the electronic roll for the preceding two week period.
7. Must ensure that the school education director is informed of attendance problems and issues. This includes providing the school education director or nominee with regular information about students for whom chronic non-attendance is an issue.
8. Must ensure that school staff are provided with information on attendance requirements and their obligation to monitor and promote regular attendance at school.
9. have the authority to grant:
 - a. sick leave to students whose absences are satisfactorily explained as being due to illness
 - b. an exemption from school attendance for periods totalling up to 100 days in a 12 month period for any one student
 - c. part-day exemptions from school for periods totalling up to 50 days in a twelve month period

Organisation

Rolls – Attendance and Whole Day Absences

1. Trundle Central School uses electronic rolls for both primary and secondary rolls.
2. Rolls are marked at the beginning of the school day.
 - a. Secondary rolls are marked on the secondary morning assembly.
 - b. Primary rolls are marked on the primary morning assembly.
3. Teachers initial the electronic roll marking slips each day.
4. Teachers initial, date and record the appropriate attendance code on student absence notes, if submitted to teacher on assembly.

Exemption

1. Parents apply for exemption prior to the event if possible.
2. Principal grants or declines application for exemption.
3. Where students are exempted, the roll is marked with an 'M' and a copy of the exemption certificate is attached to the student record card.
4. Original certificate of exemption is mailed to the parent for their record.

Late Students

1. When students are late to school, a late note (yellow) is issued to the student.
2. Procedure for late notes
 - a. Students sign in at the front office and students are given a late note.
 - b. This late note is given to the teacher as they enter class.
 - c. Late note is returned to the student to show all other teachers.
 - d. Teachers record on the variation sheet and return to the front office at the end of the day.

Variation Slips

1. Daily absence report and variation slips are distributed to all teaching staff through their pigeon holes.
2. Teachers record all variations to student attendance on the daily variation sheet.
3. Teachers return the variation sheet to the front office at the end of the day.

Excursions and Alternate Programs

1. Staff are notified of students attending excursions and/or alternate programs via one or both of the following
 - a. Staff newsletter
 - b. Morning notices
2. All excursions and alternate programs are recorded on the appropriate excursion documentation. These documents are located in the *Teachers folder > Excursions – General Notes*.
 - a. variation to routine document
 - b. list of students sheet.
3. A list of students attending the excursion or alternate program is located in the front office and on the staff noticeboard above the staff sign on book.
4. Students are recorded on the roll as B – official school business.

Industrial Action, Public Holidays and Staff Development Days

1. Industrial disputes, public holidays and school development days are recorded on the roll.
2. When industrial disputes are partial days the following is completed
 - a. The roll is marked as "industrial action" for this period.
 - b. The special circumstances register is used for students who attend during this time period.
 - c. The special circumstance register is permanently attached to the school attendance register or class roll.
 - d. Absences for this time period are not recorded.
 - e. The remainder of the day is marked on the attendance register as usual i.e. if a student is not at school from 11am onwards they are marked absent as usual.

Poor Attendance Procedures

1. OASIS attendance reports are generated regularly and tabled at LST meetings.
2. Parents are first notified in writing of the school's concern.
3. If pattern continues, parents are contacted for a meeting and a Personalised Attendance Plan (PAP) will be implemented in conjunction with HSLO.
4. Negotiated Attendance Plans (NAP) are completed and signed by SED for students attending part of the day.
5. Child Well Being notifications will be completed if serious concerns continue.