



ATTENDANCE POLICY & PROCEDURES

POLICY

The Principal of Kesser Torah College (KTC) maintains a register, in a form approved by the Minister, of the enrolments and daily attendances of all children at the College, which includes information for each student as required by Section 3.8 of the NSW Education Standards Authority (NESA) Registered and Accredited Individual Non-Government Schools (NSW) Manual.

Where the parents of a student of compulsory school age seeks an exemption from attendance at school or an exemption from enrolment, the Principal will process the parent's 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 1990* in relation to granting and cancelling a certificate of exemption from being enrolled and attending school in certain prescribed circumstances.

PROCEDURES

School Day Hours

- The KTC school day formally begins at the beginning of Davening (Prayers). Students (including Year 12) are expected to arrive at KTC premises and be ready to daven at that time - regardless of when the student's first class begins. The relevant times are:

Year K – 6	8:20am
Year 7 – 12 (Girls)	8:20am
Year 7 – 12 (Boys)	7:50am

- Students are expected to stay on KTC premises until the end of the school day which currently ends:

Year K – 6	3:20pm (Monday to Thursday); 2:40pm (Friday)
Year 7 – 12 (Girls)	4:00pm (Monday to Thursday); 2:30pm (Friday)
Year 7 – 12 (Boys)*	4:05pm (Monday to Thursday); 2:20pm (Friday)
Year 11 Boys*	4:45pm (Monday to Thursday); 2:20pm (Friday)

- The school year runs from the first day of Term 1 each year until the last day of Term 4 each year. Attendance on each of these days is compulsory, except on pupil free days, and in cases of illness, injury, personal emergency or pre-approved leave. Under no circumstances is absence from school without the express approval of the Principal or the Principal's delegate permitted.

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Absences

- Parents must inform the School Secretaries by 8:45am on the day of their child's absence from school via e-mail or telephone. In the event parents are not able to contact the school on the day of absence, a note signed by the student's parent/guardian or e-mail explaining the absence must be sent or brought to the High School Secretary on the day of the student's return to school.
- In the event a parent does not contact the school, the secretaries will phone and/or email the student's parents/carer.

Leave of Absence

- Parents whose children need to be absent from school for reasons other than illness, injury or personal emergency need to apply in writing, using the 'Application for Exemption from Attendance at School' (form) found on the College website. This application should be submitted to the High School Secretary four (4) weeks prior to the first requested day of absence.
- It is a condition of enrolment that each student completes all courses of study required by KTC and the relevant legislative provisions, and the New South Wales Education Standards Authority (NESA).
- Applications for Exemption from Attendance at School will only be approved if the circumstances comply with the legislative provisions of Section 25 of the *Education Act 1990*.
- The Principal's Executive Assistance will email the completed form to the parents and the relevant Senior Staff, notifying them of the outcome. Exemption from Attendance forms are saved in the students' file on Edumate. Attendance is recorded in Edumate by the Secretary in accordance with Section 25 of the *Education Act 1990*.

Truancy

- Any unexplained absence from school is treated as truancy until verification is received.
- Any occurrence of truancy will be handled according to the behaviour management policy.

Lates and Early Departure

- Students arriving late report to the Receptionist (Primary)/High School Secretary(High School) and thereafter to the teacher of their current lesson.
- All students must arrive with a note of explanation for lateness if parents have not emailed or telephoned in advance.
- Consistent lateness will be handled in accordance with the Behaviour Management Policies.
- Students who need to leave school before the end of a school day must provide a note signed by a parent to the Office on the relevant morning explaining the reason for early departure. The student must obtain an early departure slip from the office. The note needs to be given
- Medical and other health appointments for students should not be made during school hours. If there is an unavoidable situation where a student needs to attend an appointment during school hours, s/he should provide KTC with a note signed by their parents on the morning of the early departure.
- Year 12 students may leave KTC premises after their last period of the day. Students must sign out and obtain an early departure slip from the High School Secretary.

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- Unexplained absences in the High School will be followed up by the High School Secretary and the Year Coordinators.
- Unexplained absences in the Primary School will be followed up by the Receptionist and the class teachers.

Recording Attendance

- KTC electronically monitors and records students' daily attendance, punctuality and absence through the Edumate database.
- Primary Teachers mark the class Roll in Edumate at the start of Davening, Periods 1, 3 (after recess) and 6 (after lunch).
- High School teachers mark the Roll in Edumate at the start of each teaching period.
- Casual teachers record attendance on a paper roll which has been provided to them by the Timetable Administrator. The roll is then sent to the Receptionist (Primary) or the High School Secretary.
- If a student has an unsatisfactory or poor attendance record, KTC may discipline the student in accordance with the behaviour Management Policy.
- All notes for absences, late arrivals and early departures that are handed to the Office are filed in the students' file. Emails will be printed and placed in student files.

Strategies for Dealing with Consistent and Chronic Absences

Primary School

- From time to time, messages about the importance of attendance are included in communications within the school community including newsletters, assemblies and at staff meetings.
- Information about the attendance policy is included in the school handbook and in the information pack for new parents.

Monitoring patterns in absenteeism

- Teachers are required to monitor their students' attendance patterns and raise any concerns with the Primary Welfare Co-ordinator.
- The Primary Welfare Co-ordinator monitors chronic lateness and absenteeism through Edumate.
- If chronic absenteeism arises, a formal letter will be sent to the parents to address the school's concerns.

Should a pattern of chronic absenteeism arise, the following steps will be followed:

- The Primary Welfare Co-ordinator or Head of Primary will call the parents to explain the school's concern for the student's absence. Parents will be informed that their child may be at risk of:
 - Developing gaps in their knowledge and understanding of basic concepts
 - Becoming socially isolated

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- The conversation is documented in the student's Welfare file on Edumate.
- If there is no improvement in school attendance, the parents must attend a meeting with the Head of Primary and/or the School Counsellor. A Student Attendance Improvement Plan will be developed.
- If the absenteeism continues, the Head of Primary will refer their concerns to the Principal who should then determine if there are any reporting obligations for Educational neglect.

High School

- From time to time, messages about the importance of attendance are included in communications within the school community including newsletters, assemblies and at staff meetings.
- Information about the attendance policy is included in the school handbook and in the information pack for new parents.

Monitoring patterns in absenteeism

- Year Co-ordinators are required to monitor their students' attendance patterns and raise any concerns with the Head of Student Management.
- The Head of Student Management monitors chronic lateness and absenteeism through Edumate.
- Unacceptable patterns of absenteeism will be handled according to the Behaviour Management Policy.
- If chronic absenteeism arises, a formal letter will be sent to the parents to address the school's concerns.

Should a pattern of chronic absenteeism arise, the following steps will be followed:

- The Year Co-ordinator will call the parents to explain the school's concern for the student's absence. Parents will be informed that their child may be at risk of:
 - Developing gaps in their knowledge and understanding of basic concepts
 - Becoming socially isolated
- The conversation is documented in the student's Welfare file on Edumate.
- If there is no improvement in school attendance, the parents must attend a meeting with the Head of Student Management. A Student Attendance Improvement Plan will be developed.
- If the absenteeism continues, the Head of Student Management will refer their concerns to the Principal who should then determine if there are any reporting obligations for Educational neglect.
- If deemed necessary, the Police Liaison Officer or Jewish Care may be contacted to assist.