

# 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 K to 12 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 Colleges (NSW) Manual*.

Student absence and variation to attendance will be recorded using the Minister's codes.

KTC will monitor student attendance data and implement intervention strategies to improve unsatisfactory attendance of students.

In NSW, the compulsory school age is from the age of 6 to 17. However, a child under the age of 17 ceases to be of compulsory school age if they have completed Year 10 and are enrolled in approved education or engaged in training or paid work (or a combination of these on a full-time basis (an average of 25 hours per week) (Section 21B of the *Education Act*).

It is an offence under the *Education Act* (Section 23) if a parent/carer does not meet the legal obligation in relation to enrolment and attendance of their child(ren) at school or registered for home schooling.

Where the parents of a student at compulsory school age seek 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* in relation to granting and cancelling a Certificate of Exemption from being enrolled and attending school in certain prescribed circumstances.

Staff are regularly informed about their legal requirements and responsibilities for marking the roll at KTC and Edumate (our Learning Management System [LMS]) produces a daily report of unmarked rolls for follow up by Senior Management.

## PROCEDURES

### Register of Enrolments

#### General Procedures

*Who is responsible for maintaining the enrolment register?*

The Enrolment Officer is responsible for:

1. The sending out of Enrolment Application forms for prospective students to their Parents/Guardians
2. Collection of relevant information e.g., Academic and Welfare Reports, etc.
3. The coordination of a student and parent interview with the Principal and Head of Primary School or Head of High School.
4. Communication with Parent/Guardian about the next step in the process of the student's enrolment
5. Inputting of information collected from Parent/Guardian on Edumate (LMS)
6. Maintaining student enrolment information on Edumate and any subsequent unenrolment from KTC
7. If a student leaves KTC before the completion of Year 12, the Enrolment Officer is responsible for coordinating with the relevant Secretary to determine and input onto Edumate their new destination.

*Where and how is the Enrolment Register stored and backed up?*

The register is stored on Edumate, the Learning Management System (LMS) and all information on Edumate is backed up daily to the network backup and four times weekly to a dedicated data storage server. Offsite storage to the Cloud occurs three times a week.

### *How long will the enrolment register be stored / maintained?*

The Student Enrolment Register records are **retained for a minimum of five (5) years before archiving**. Files of students are archived with their cohort once **the cohort has finished school until the students reach the age of 25**.

### **Procedures at Point of Enrolment**

#### *What information will be record on the Enrolment Register?*

Information recorded on the Enrolments Register includes:

- Full name and Hebrew name
- Date of birth and Hebrew date of birth
- Current Australian Immunisation Record (AIR)
- Address of residence
- Name of parent/guardians and their contact details
- Proposed School Year of entry
- Language spoken at home.
- Any medical conditions that should be known by the College
- Country of birth
- The school the student comes from if entering the College from a previous school (if older than 6 years of age)
- The school or institution e.g., TAFE that the student is going to if leaving KTC before the age of 17 years old.
- Residency Status

For a more detailed list please see the Enrolment form of the College website.

#### *Who enters data in the enrolment register?*

The Enrolments Officer enters the data relating to the enrolment and documents are scanned and uploaded to the student's record Edumate.

#### *When is data entered into the enrolment register?*

Student data is entered into Edumate at the point of acceptance of a written offer of enrolment to KTC. If the application subsequently does not proceed then the entry in Edumate is so marked.

### **Procedure for updating the Enrolment Register when an enrolment ceases, and the destination is known.**

#### *How should a parent inform KTC if their child is to cease enrolment and what information/evidence (if any) is provided regarding the student's next destination and processes to verify the information?*

If a family wishes to withdraw a student from KTC, the family must provide one term's notice in writing, addressed to the Principal. If less than one month's notice, the family are required to pay the equivalent of a term's fees in lieu of notice (irrespective of any fee assistance received by the family). The written notification of withdrawal must also include the educational destination of the student, if under 17 years of age. The Principal's Executive Assistant (EA) forwards a copy of the parent's/guardian's letter to the Bursar and Enrolments Officer for action.

#### *What information is recorded in the enrolment register at point of exit when destination is known?*

The student's Edumate file is labelled '*withdrawn from KTC*' and the date of their departure. The destination e.g. school or TAFE is recorded if they leave before the age of 17.

#### *Who updates the enrolment register and when is it updated?*

In the case of a known destination of a student who has left KTC prior to the end of their required learning, the relevant Secretary will coordinate with the Enrolments Officer to update the Enrolments Register to reflect the new destination in addition to the exit date.

#### *What records are kept about a student upon exiting the College and where these records are kept?*

All records of students exiting the College, including those relating to Teaching & Learning, Welfare & Discipline and Incidents or Accidents are maintained in Edumate and **retained until the student reaches the age of 25**. Upon reaching the age of 25, hard copy documents are securely shredded and electronic files may be deleted from Edumate (or the Management System being used at the time).

## Procedure for updating the Enrolment Register when an enrolment ceases, and the destination is **unknown**.

### *How does the College follow up and/or determine that the student's destination is unknown?*

If a parent/guardian advises of a student withdrawal where the student is not yet 17 and their destination is not known, the parent/guardian is informed, in writing, that KTC can only unenroll the student upon the receipt of precise evidence of one of the following:

- the child's new school (including name and destination)
- child's enrolment in home-schooling
- child's enrolment in other education/training/employment or
- an apprenticeship/traineeship until they reach the age of 17.

If the destination is not forthcoming, the Receptionist (for Primary School) or the High School Secretary is to follow up initially by phone, then email and letter to the parent/guardian of the student who is/has left the College without disclosing the student's destination.

If the destination has not been forthcoming after two weeks of attempting to obtain same, the Principal must be notified by the Receptionist or High School Secretary and contact with the parent/guardian will then be attempted by the Principal. If after two weeks, contact is still not made, a notification of 'Student Enrolment Destination Unknown' is made to the Department of Education by email (attendance@det.nsw.edu.au). The student may then be withdrawn from the Enrolments Register in Edumate (marked as withdrawn).

### *What records are kept in relation to attempts to identify the student's destination?*

Copies of emails, letters and records of phone calls identifying the recipients and initiator are stored on the student's Edumate file.

### *Who notifies the Department of Education?*

It is the responsibility of the Principal to notify the Department of Education (DoE) if a student who has exited the College, as under 17 years of age and their destination has been unable to be ascertained.

### *What form is used?*

The Student Enrolment *Destination Unknown Notification* form is used (see Appendix 8) for notifying the DoE of a student under 17 years of age leaving the school to an unknown destination. These forms are held by, and available from the Principal's EA.

### *Where is the completed destination unknown form stored?*

The *Destination Unknown Notification* form is scanned and uploaded and stored on Edumate.

### *What information is recorded in the enrolment register at the point of exit when destination is unknown?*

Once all avenues have been exhausted and the DoE has been sent the *Destination Unknown Notification* form, the student entry is marked as Destination Unknown, and their enrolment is withdrawn from the Enrolment Register. All records of students exiting the College where the destination is unknown are kept in Edumate until the student reaches 25 years of age.

### *Who updates the enrolment register and when is it updated?*

In the case of an unknown destination of a student who has left the College prior to reaching 17 years of age, the relevant Secretary will coordinate with the Enrolments Officer to have the Enrolments Register show that the student has been withdrawn and their destination is unknown.

## Register of Daily Attendance

### General Procedures Statements

If a student is absent, there will be a record of full/partial absence and an attendance register code will be used to identify the explanation of student absence/variation in attendance using the Minister's codes. (Appendix 3)

The Principal has the discretion to accept a reason for student absence and will determine the Minister's code that will be used to record the absence in the attendance register.

It is at the Principal's discretion to require documentation to substantiate an absence or to further substantiate an absence.

*How long will the daily attendance register be kept?*

The Attendance Registers are to be kept on Edumate, **until the student reaches the age of 25**.

## Recording and Monitoring Student Daily Attendance

### General Procedures

*Who will record daily attendance and when?*

In the Primary School, the relevant class teacher will record the attendance for every student in their class at the beginning of Periods 1, 3 and 6.

In the High School, the timetabled subject teacher will record the attendance for every student in their subject at the beginning of each lesson.

*Where and how will attendance be recorded?*

The class/subject teacher may record present, absent or late to class in Edumate for every student in their class/subject by recording attendance in the Daily Attendance section in Edumate. All daily attendance data for both Primary School and High School is recorded and stored on Edumate.

*At what point is a partial absence determined?*

A partial absence is determined if a student is absent for a part of the day, late to school, left early in the day or was absent for a portion of the middle of the day.

### Late Arrival and Early Departure of Students – Procedures

*How are late arrival or early departure recorded and what code is used?*

The Minister's 'P' code is used when a student is absent for a part of the day, late to school, left early or was absent for a portion of the middle of the day. This is also accompanied by a reason code, e.g. S, L, M, and the time that the student arrived at or left school.

*Partial absences - late or early leave?*

If a student arrives late to school and enters via the main entrance, or leaves school early, or during the day, they must report to the Receptionist (for Primary School [PS]) or High School Secretary (for High School [HS]) and obtain a printed slip. Partial absences are recorded in Edumate by the Receptionist (PS), High School Secretary (HS) and the class/teacher if late to class. Students give their printed slip to their class teacher on entering the class. If leaving early, Security is informed regarding PS students by the Receptionist, and informed by the HS Secretary, who has also generated a printed slip for the student to provide to Security upon egress.

*How does a student depart the College if leaving early?*

If leaving early prior notification from a parent/guardian should be presented or conveyed to Reception (PS) or the Secretary (HS). Once documented in Edumate, the student may leave campus by the front entrance once signed out by the Receptionist (PS) or the High School Secretary (HS).

*What must a parent supply to support partial absence?*

Students who are absent for part of the school day, e.g. arrive late, leave early or leaves for a portion of the middle of the day, will need to provide the Receptionist (PS) or the High School Secretary (HS) with signed permission from their parent/guardian providing specific times and details of the partial absence. This can be in the form of a signed, note, an email / text message (a screen shot taken and uploaded to student's file on Edumate) or telephone call.

*When and by whom is contact made to parents regarding unexplained partial absences?*

In the case of unexplained early leave or partial absence during the school day, students will not be permitted to leave until a parent/guardian has verified the early leave or partial absence. A request will be made by the Receptionist (PS students) or the High School Secretary (HS students) for the parent/guardian to provide a response via phone, email or note, providing specific times and details of the partial absence. In the case of a student being late to school, the Receptionist (PS) or the High School Secretary (HS) will request from the

parent/guardian a response via phone, email or a note with the reason for the student's lateness. The parent/guardian will be followed up with this request for a written reason for the lateness within 7 days, preferably on the day of partial absence for the student.

If the parent/guardian has not provided an explanation within 7 days, the Principal is responsible for confirming that all reasonable steps are in place to ensure contact is made with the parent/guardian within 2 days of the lapse of the 7-day period.

### **Monitoring absences and following up unexplained absences – Procedures**

#### *How and when a parent is contacted if a student is absent and who will make contact?*

In the case of a student's absence, the Receptionist (for PS) or the High School Secretary (for HS) will contact the parent/guardian and request their submission - via phone, email or a note – of the reason for the absence. This should occur on the day of the absence, or within 7 days of the student's absence.

If the parent/guardian has not provided an explanation within 7 days, the Principal or his delegate will take all reasonable measures to contact the parent/guardian within 2 days after the 7-day timeframe has elapsed.

#### *Where will information to substantiate absence will be stored?*

All correspondence regarding students who are late to school, leave early, have a partial absence during the day or have a whole day absent from school, will be stored in electronic format in the student's Edumate file. All information in Edumate is backed up to the College network backup system daily and backed up to a dedicated data storage server four times per week. Offsite storage (to the Cloud) occurs three times a week.

#### *What happens when absence is unjustified, continues to be unjustified or is unapproved by the Principal?*

When an absence is initially classified as unjustified and continues to be unjustified or unapproved by the Principal, the student's attendance will be addressed in accordance with the process: Identifying and Responding to Attendance Concerns (see Appendix 7). The absence is recorded with the Minister's Code 'A' in Edumate.

### **Monitoring attendance data – Procedures**

#### *How does the College monitor attendance data and who is responsible?*

Attendance data is monitored by:

- Recording attendance at set times every school day in Edumate
- Having class/subject teachers marking the rolls each day at the set times and checking the data in Edumate
- Having Heads of House and Heads of Welfare (for High School)

#### *How often is attendance data monitored?*

Attendance data in Edumate is monitored towards the end of every school day.

#### *At what point do interventions to improve unsatisfactory attendance occur?*

Refer to Identifying and Responding to Attendance Concerns (Appendix 7).

#### *Where are the records of monitoring attendance data maintained?*

All records for the monitoring of an individual student's attendance are stored on the student's file in Edumate.

### **Strategies to Improve Attendance – Procedures**

#### *What are the whole College strategies, including strategies to improve whole College student engagement in school and learning?*

The College uses a range of strategies to try to improve engagement in College learning. These include:

- Announcements (Assemblies) about the importance of being on time to school and being at school every day.
- Emails and broadcasts to parents/guardians about their legal responsibilities to have their child attend every day of school.
- The questioning of any requests for leave that involve activities that could be undertaken during the holidays.
- Distribution of the *AIS Compulsory School Attendance – Information for Parents and Carers* (each year)
- Continual Professional Development for teachers to develop engaging and interesting units of work.

*What are the responsive strategies, including strategies for individual students to improve student engagement in College and learning in terms of attendance?*

- Please see Appendix 7: *Identifying and Responding to Attendance Concerns*
- Continual Professional Development of its teachers to develop engaging and interesting units of work.
- Ensure college processes and policies are clear.
- Liaise with the college Learning Support team and Welfare teams.
- Contact the student's parent/guardian.
- Establish a pattern of regular communication with the parent/guardian.

*What are the formal strategies for attendance improvement planning when a student attendance plan is required?*

Formal strategies for attendance improvement include:

- Promoting high expectations for attendance
- Creating a welcoming, engaging and safe environment
- Fostering positive relationships with staff and peers
- Meeting with the student and parents
- Referral to the College Welfare Teams to identify and implement strategies that address the learning and social-emotional support needs for the student.
- Development of a school-based attendance improvement plan with the student and parents (Appendix 4 – Attendance Improvement Planning Fact Sheet, Appendix 5 - Sample Letter to Parents/Carers Advising of the Need for Intervention, Appendix 6 – Graduated Attendance Improvement Plan and Appendix 7 – Identifying and Responding to Attendance Concerns)
- Engaging identified groups of students in programs that support regular attendance and punctuality.
- Referral to the school counsellor
- Requesting and sharing information and working collaboratively with other government or non-government agencies including the AIS
- Use of interpreters and translated materials, if needed.
- Seeking advice about culturally appropriate responses from relevant services and working collaboratively with them.

Other possible formal processes that may be initiated include:

- Compulsory Schooling Conferences are conferences directed by either AISNSW or the Children's Court for the purpose of ensuring a student is provided with compulsory education.
- Undertakings are written agreed commitments regarding action that will be taken to resolve the student's unsatisfactory attendance.
- Compulsory Schooling Orders. Application for a Compulsory Schooling Order to the Children's Court can be considered where previous measures have been unsuccessful in improving student attendance.
- Prosecution in the Local Court is only undertaken when all other avenues have been exhausted.

## Leave Approval

KTC determines what type of leave is allowed and the length of time permissible. Applications for Approval of leave during term time are directed to the Principal who will make decisions regarding the granting of leave.

### Procedures

*What constitutes leave?*

The term 'Leave' is used to explain a misadventure or unexpected event, participation in special events not related to the school, domestic necessity (such as serious illness of an immediate family member, attendance at funerals, recognised religious festivals) or ceremonial occasions. It is also used when a family applies to the school to travel during the school term and is granted approval prior to departure.

*What will not be allowed?*

From the beginning of 2015, family holidays and travel are no longer considered under the *Exemption from School – Procedures*. Travel outside of vacation period (term break) is considered an *absence*, for statistical purposes.

Applications for Student Leave (from Attendance at School) will only be approved if the circumstances align with the legislative provisions of Section 25 of the *Education Act 1990* (the Act).

A Certificate of Leave will not be issued where the Principal is aware that a student has been the subject of a Child Protection report made to Family & Community Services (FACS) and for whom unresolved issues concerning a risk of harm remain.

The Principal may reject a reason for travel (during term time) if it is not in the best interests of the student. Educational, social and participation reasons should be specified on the application.

Domestic or international travel for the purpose of a family holiday, family business, bereavement or other reason should be specified on the application.

The Principal or his delegate will consult with parents/carers about the intention of the travel in the case of 'family holidays' and encourage parents to take holidays with their child during school vacation periods.

Where the Principal considers that travel is appropriate during the school term, the parent/guardian will submit a leave application form (available from the website) and submit to the Receptionist or Secretary, four weeks in advance. Should the application for leave be approved, the student absences will be recorded as "L" Leave.

The Principal may request travel documentation, such as itinerary or e-ticket to accompany the application.

The Receptionist/Secretary will ensure that parents/carers are supported with the completion of the application and provide a translation service if required.

#### *What application form is to be used?*

Parents/Guardians can download the 'Application for Student Leave' from the school website.

#### *What documentation is required to substantiate leave?*

Parents/guardians whose children need to be absent from school for reasons other than illness, injury or personal emergency must apply in writing, using the 'Application for Leave' (Appendix 1). This form is to be submitted to either the Receptionist (PS) or High School Secretary (HS) four weeks prior to the first day of requested absence. The Principal may request travel documentation, such as itinerary or e-ticket to accompany the application.

#### *How far in advance should a leave request be submitted?*

An application for Leave should be submitted four (4) weeks prior to the first requested day of absence.

#### **Retrospective leave**

The parent/guardian may be granted retrospective leave if Application for Leave form is received within 7 days of the first day of absence from the College.

If the application is not received within 7 days of the first day of absence, the absence is deemed to be 'unjustified'. If the application comes after the 7 days, then the Register of Attendance record will remain 'unjustified' but a copy of the application will be placed on the student's file in Edumate as an explanation of the student's absence.

#### *Who records leave?*

The Primary Secretary (PS) or High School Secretary (HS) records the application and the Principal's decision of the application on the student's file in Edumate.

#### *How are parents informed of a decision?*

On accepting an Application for Student Leave, a Certificate of Leave is issued by the College. The Certificate takes the form of the two-tiered signed application form. Once executed, the Certificate is returned via email to the applicant and an e-copy is placed on the student's Edumate record. The application's approval or acknowledgement is sent via email to the parent/guardian by the Primary Secretary or High School Secretary.

#### *Which Minister's codes are used to designate absence is due to extended leave?*

Where the Principal considers that the travel is appropriate during school term, the Principal will inform the parent that the application is accepted, and the absences will be recorded as "L" – Leave. If a Certificate of Leave is not granted and the student does not attend school for the dates on the application, the leave should be recorded on Edumate as "A" - Unjustified.

#### *Where are records maintained?*

All records are stored on the student's Edumate file. All information in Edumate is backed up in the College network backup systems daily and to a dedicated data storage server, 4 times a week. Offsite storage of data is in the Cloud and occurs 3 times a week.

## Exemptions

The process for exemption from attendance or enrolment has some commonalities. KTC chooses to have a general exemption process and then distinguish between the two forms of exemptions. An exemption from attendance under the Minister's delegation cannot be granted for the purpose of travel.

### General exemption procedures:

#### *What is an exemption?*

Under S25 of the *Education Act*, students may be eligible for an exemption from enrolment or attendance in accordance with the *Exemptions from Attendance and Enrolment – Guidelines for Independent Schools*. Grounds for exemptions may include:

- exemption from enrolment:
  - age (in certain circumstances for children turning 6, but not exceeding 6 months after the child's 6th birthday)
  - for health, learning/social needs or disability (where there will be an individual program supported by medical specialists for not more than 6 months after a child turns 6)
  - students who have completed Year 9 but not yet completed Year 10 and/or who have secured a full-time apprenticeship or traineeship.
- exemption from attendance:
  - for health issues where sick leave is not appropriate or there are directions under the Public Health Act 2010
  - employment in the entertainment industry
  - participation in elite arts or elite sporting events.

A child may be exempt from attending school if the Principal is satisfied that conditions exist which make it necessary or desirable.

The Principal has been delegated authority by the Minister for Education to grant exemptions in some circumstances. Parents/carers are required to make an application for exemption to the school in advance of the period sought, except for an exemption under the *Public Health Act 2010* where no application is required. (For more information, please see *Exemptions from Attendance and Enrolment – Guidelines for Independent Schools* on AISNSW website.

#### *How to apply for exemption and to whom do parents direct their application?*

A parent/guardian who wishes to apply for an exemption from school for their child must first organise a meeting with the Principal to discuss the issue and the processes needed. At this meeting, if the parent/guardian wishes to proceed they will be provided with the required forms that need to be filled in and they will be offered help to fill them in if required. Their application for Exemption from Schooling is directed to the Principal.

#### *What application form should a parent/guardian use?*

The parent/guardian is directed to the Principal's EA who will supply the application form. There will also be a form available when the parent/guardian comes in to discuss the possibility of their child being exempt from school.

#### *What documentation is required to submit and support the application?*

**Age:** The Principal will require proof of enrolment or participation in the preschool and the child should be involved in a transition-to school program as a condition of their exemption.

The **health, learning or social needs, or disability** of the student: The Principal will require a statement in support of the exemption from the child's medical specialist and the child should be involved in a transition-to-school program as a condition of their exemption.

Full-time **Vocational Education:** The Principal will need to sight a full-time apprenticeship or traineeship contract signed by the employer and a summary training plan authorised by the Registered Training Organisation.



**Elite Sports:** Documentation confirming the acceptance and participation in the chosen sport at the elite level with details of requirements for continued enrolment in the Elite Sport.

*Who approves exemptions and which types of exemptions each person approves?*

There are exemptions from attendance and/or exemptions from enrolment in the College. The Principal makes the decision to grant or reject the application from the parent/guardian.

See table below for more information about Exemptions.

*How are parents informed of approval?*

The parent/guardian is informed in writing and issued with the relevant Certificate (approved or acknowledged).

*What happens if the intention is to refuse an application for exemption?*

Procedural fairness must be afforded to an applicant. If the Principal is considering rejecting the application for exemption, the parent will be given an opportunity to respond to the Principal’s concerns before a final decision is made. This opportunity may be offered to the parent in writing or verbally and a response from the parent will be expected within 48 hours of them being informed of the Principal’s decision.

*What documentation is provided to the Parent at the end of the process?*

The parent/guardian is informed in writing and issued with a Certificate of Exemption (Attendance/Enrolment) if the application is successful. If unsuccessful a letter stating that the application was unsuccessful will be provided to the parents/guardian.

*Where are records maintained?*

All records of the process are stored in the student’s Edumate file. All information in Edumate is backed up in the College network backup systems daily and in a dedicated data storage server, 4 times a week. Offsite storage of data to the Cloud occurs 3 times a week.

**Exemption from attendance and monitoring exemptions – procedures:**

*For what reason/s may an exemption from attendance be considered?*

Principals 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 / sporting events (i.e. national/international sport events, elite programs run by national and international organisations, talent identification programs run by NSW Dept of Sport and Recreation).

<b>08 Powers – Exemption from Attendance at School (not travel)</b>	<b>Minister’s Delegate (Note: Delegate cannot delegate)</b>
Student engaged in employment in approved entertainment industry activities	- Principal
Student participating in elite arts or elite sporting events (Refers to national/international sports events, elite programs run by national and international organisations, talent identification programs run by NSW Dept of Sport & Recreation).	- Full or part days up to 100 days in a 12-month period for any one student
Exceptional circumstances (including health of the student where sick leave or alternate enrolment is not appropriate)	- More than 100 days in a 12-month period for any one student
<b>Powers - Exemption from Enrolment at School</b>	

Age	Principal
Health, learning or social needs, or disability	
Completion of Education under Special Circumstances – apprenticeship or traineeship	
Completion of Education under Special Circumstances – not apprenticeship or traineeship	Refer NESA website.

For any other matter not covered by the above points, the Principal may contact the AISNSW Regulation Team on (02) 9299 2845 or regulations@aisnsw.edu.au.

*Who will monitor the accumulation of exemptions from attendance?*

The Primary / High School Welfare teams will monitor the attendance of students who have been granted exemptions from attendance to attend specialist programs.

*Where monitoring will be recorded?*

The recording of the attendance and destination of the student granted an exemption from enrolment or attendance will be kept on the student’s Edumate file.

**Exemption from enrolment – procedures:**

*When may an exemption from enrolment be considered?*

**A. Age**, where a child turns six years on or after 1 October or later in a school year and is engaged in:

- full time preschool education at an accredited preschool for the remainder of that school year
- full or part-time accredited preschool programs for students with disabilities leading to enrolment and full-time attendance at a government or registered non-government school not later than six months after the child’s sixth birthday.

*Note:* The Principal may require proof of enrolment or participation in the preschool and the child should be involved in a transition-to school program as a condition of their exemption.

**B. The health, learning or social needs or disability** of a child necessitating the continuation of an individual program supported by medical specialists not longer than six months after the child’s sixth birthday.

*Note:* The Principal may require a statement in support of the exemption from the child’s medical specialist and the child should be involved in a transition-to-school program as a condition of their exemption.

**C. Students attending full-time Vocational Education**

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.

*Note:* if the student does not complete the apprenticeship or traineeship, they may not have completed Year 10. They may 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.

*Where are procedures regarding the maintenance of the Enrolment Register kept?*

The procedures for the maintenance of the Enrolment Register are at the beginning of this document.

Policy & Procedure	Attendance Policy & Procedures (no appendices)	Comment
<b>P&amp;P Owner</b>	Principal	
<b>Prepared by</b>	Academic Administrator	21/05/2024
<b>Change date</b>	15/07/2024	Minor updates formatting, changes of designation and typos.
<b>Date for Review</b>	15/07/2025	

## IDENTIFYING & RESPONDING TO ATTENDANCE CONCERNS

Step	Procedure	Person Responsible
<b>1</b>	<b>Monitor and Identify attendance Concerns</b>	
1-4 days absence without an acceptable reason	<ul style="list-style-type: none"> <li>Use Edumate attendance system to log attendance and absence and reason for absence</li> </ul>	<ul style="list-style-type: none"> <li>HS Administrator</li> <li>Reception</li> <li>Primary Teacher</li> </ul>
	<ul style="list-style-type: none"> <li>Monitor daily/weekly attendance.</li> <li>Move student to <b>Level 2</b> if &gt;4 days without an acceptable reason</li> </ul>	<ul style="list-style-type: none"> <li>Reception</li> <li>HS Administrator</li> <li>House Coordinator</li> <li>Primary Teacher</li> </ul>
	<ul style="list-style-type: none"> <li>Communicate with parent/carer about absences / lates (email, letter, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Reception</li> <li>HS Administrator</li> <li>House Coordinator</li> <li>PS Welfare</li> </ul>
	<ul style="list-style-type: none"> <li>Implement wellbeing program including social and emotional learning</li> </ul>	<ul style="list-style-type: none"> <li>HS Welfare</li> <li>Psychologist</li> <li>PS Welfare</li> </ul>
<b>2</b>	<b>Implement Intervention Strategies to Support Improved Attendance</b>	
5-9 days absence without an acceptable reason	<p>Monitor student and go to <b>Level 3</b> if student has &gt;10 days absence without an acceptable reason and shows the following:</p> <ul style="list-style-type: none"> <li>Continual lateness to school / class</li> <li>Frequent requests for sick bay</li> <li>Unexpected whole / partial absence without an acceptable reason</li> <li>Continual complaint of illness</li> <li>Tearful, clingy behaviour on arrival</li> <li>Continual requests to go home.</li> <li>Pattern of full / partial absence</li> </ul>	<ul style="list-style-type: none"> <li>HS Welfare</li> <li>PS Welfare</li> <li>Psychologist</li> </ul>
<b>3</b>	<b>Engage in Student Attendance Improvement Planning</b>	
10-19 days absence without an acceptable reason	<p>Investigate pattern shown in Level 2 by:</p> <ul style="list-style-type: none"> <li>Follow KTC policy and procedure for absence and implement intervention strategies.</li> <li>Consult Welfare team.</li> <li>Contact and discuss with parent/carer.</li> <li>Send correspondence home alerting parent/carer of concerns and possible breach of attendance requirements.</li> <li>Refer to health professional (if not already engaged)</li> <li>Develop a Student Attendance Improvement Plan (AIP) to assist student to return to full school attendance.</li> <li>Review Student AIP status weekly and if improvement evident, return to Level 2</li> <li>If regular attendance not achieved, move to <b>Level 4</b>.</li> </ul>	<ul style="list-style-type: none"> <li>HS Welfare</li> <li>PS Welfare</li> <li>Head of Primary School</li> <li>Head of High School</li> <li>Psychologist</li> <li>Principal</li> </ul>
<b>4</b>	<b>Seek Assistance from AISNSW</b>	
20-29 days absence without an acceptable reason	<p>If regular attendance is achieved, continue to monitor Student AIP and return to Level 3.</p> <p>If regular attendance is not achieved within 2 weeks and failure to engage with AIP or external supports:</p> <ul style="list-style-type: none"> <li>Consult with external mental health care adviser to review and modify AIP and move to <b>Level 5</b></li> <li>Seek assistance from AIS in order to: <ul style="list-style-type: none"> <li>Start legal proceedings including Compulsory Schooling Conference</li> <li>Start process for Compulsory Schooling Order</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Head of Primary School</li> <li>Head of High School</li> <li>Principal</li> <li>Psychologist</li> <li>AISNSW</li> </ul>

5	<b>Initiate Legal Proceedings</b>	
<p>&gt;30 days absence without an acceptable reason</p>	<ul style="list-style-type: none"> <li>• Report to Dept of Communities and Justice (DCJ) if student reaches 30 days without an acceptable reason within the last 100 days of school.</li> <li>• Continued engagement with AIS NSW</li> <li>• Continued engagement with parent/carer and AIP</li> <li>• Initiation of legal proceedings</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Primary School</li> <li>• Head of High School</li> <li>• Principal</li> <li>• Psychologist</li> <li>• AIS NSW</li> </ul>