



A Co-educational Christian Day and Boarding School

Student Attendance and Exemptions (Approved Leave) Policy and Procedures

Policy Statement

The Principal, or his/her delegate, will maintain a register on TASSWEB, in a form approved by the NSW Minister for Education, of the enrolments and daily attendances of all students enrolled at the school, which includes information for each student as required by Section 3.8 of the *NESA Registered and Accredited Individual Non-government Schools (NSW) Manual*. Student attendance will be monitored, and follow up of student absences will be actioned, along with any appropriate intervention strategies for unexplained absences.

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.

Where the parents of a student of compulsory school age seeks an exemption (approved leave) from attendance at school, or an exemption from enrolment, the Principal, or his/her delegate, will process the parent's application in accordance with the guidelines from NSW Department of Education.

Principles

Our accepted rules for action include:

- ensuring optimum student attendance at school
- creating efficient procedures to monitor student attendance
- providing appropriate support to students and parents where necessary
- enhancing communication between home & school

Register of Enrolments

The register of enrolments, maintained by the Principal (or his/her delegate), is recorded on the TASSWEB operating system.

AT POINT OF ENROLMENT

The following information is collected at point of enrolment and recorded on TASSWEB by the Enrolments and Marketing Manager:

- name, age and address
- the name and contact telephone number of parents/carers
- date of enrolment
- finally, the previous school is notified once the enrolment is confirmed

The register of enrolments will be retained for a minimum period of seven (7) years before archiving.

AT POINT OF EXIT

- 1 Where destination is known

Manager Marketing & Enrolments will update the enrolment register and the destination of the student. The update of the enrolment register will be informed by the Notice of Withdrawal Form which will be completed by parents. The Notice of Withdrawal will then be placed into the student's file.

2 Where destination is unknown

On cessation of enrolment, the Manager, Marketing & Enrolments will make every effort to determine the destination of the student eg a number of attempts will be made contact with parent/guardian. This process will be recorded on TASSWEB.

Register of daily attendance

The register of daily attendance, maintained by the Principal or his/her delegate, will include the following information for each student:

- daily attendance, which may be recorded by noting daily absences (as full day or part day)
- absences
- reason for absence
- documentation to substantiate reason for absence.

Class rolls are marked electronically on TASSWEB at the beginning of Lesson 1 by teachers. The Manager Student Attendance will check for completion of roll marking and email any teacher who does not do this as a reminder.

Parents are directed to message the College via Parent Lounge, email, or phone with reasons for absences. The Manager, Student Attendance will record these phone calls. Reasons for absences are entered on TASSWEB by the Manager, Student Attendance according to the common codes. Absences are checked by the Manager, Student Attendance daily. Any unexplained absences are followed up via an email or phone call from the receptionist to the parent/guardian listed on TASSWEB.

The Principal has the final say on acceptance of reasons for student absences and to determine the form of the Minister's Code entered into the attendance register. It is also the Principal's discretion to require documentation to substantiate an absence, or to further substantiate an absence. The register of daily attendance will be retained for a period of seven (7) years after the last entry was made.

Recording & monitoring student attendance

1. Teachers mark student attendance roll, this is generated through to TASSWEB
2. Produce a print-out of TASSWEB of student absentee report for that day.
3. Work through absentee list entering each student's absentee reason (eg leave, excursion, or unknown) into each students TASSWEB file.
4. Attach emailed explanation/document or enter note of phone call for absence from parent/carer to students file.
5. If contact cannot be made with parent/guardian, or there is an extended period of frequent absence, the Deputy Principal (Students) is alerted and contact is made with the Parent/Guardian listed on TASSWEB. Manager Marketing & Enrolments will use the enrolment destination unknown form if the student is believed to have left the school.
6. Parent/Carer can enter children's/child's absence from school via Parent Lounge the day before, or morning of.
7. Students who have unexplained absence (unknown) from school, parent/carer can update absentee/approve via Parent Lounge
8. If an explanation is returned via Parent Lounge, it is then updated and noted onto the students TASSWEB file.
9. The final absentee report for that day is then printed out and filed in both hard copy and electronically
10. If any student is absent from school for more than 2 days without an explanation email from Parent/Carer, or via Parent Lounge, an email is sent by Deputy Principal,

Students who will follow up personally via email or phone to the student's Parent/Carer.

11. Late arrivals are updated to student's files throughout the morning as the student signs in via computer system on arrival. Late arrivals will be recorded as a partial attendance (PA) in the attendance register
12. Early departures, will have email/or parent present for student to sign out via computer system on departure. Early leavers will be recorded as a partial attendance (PA) in the attendance register
13. Students will register their late arrival or early departure via the computer scan system at reception using their ID card
14. Class rolls are marked at start of lesson 1
15. Principal will be informed when there appears to be 3 unexplained absences from school during a five day period
16. The College does not approve farm or harvest leave – this is a decision of the parents. Should a students be withdrawn by parents for farm/harvest leave the absence will be recorded as A (unjustified absence) on TASS
17. Students who are absent from school for 30 or more days out of 100 will trigger an investigation into educational neglect, and may also require a report to NESA (via AISNSW)

Copies of all forms are kept on the student file and all action listed on Notes on TASSWEB.

Strategies to monitor unexplained attendance and improve student attendance include:

- proactive and reactive communication with parents & students
- facilitating a parent/student group discussion with staff
- identifying a support person, or consultant, within the school to assist students who may have unexplained absences from school (eg: Care Group Teacher, Learning Enhancement Teacher, trusted student mentor)
- rewarding satisfactory and good attendance in line with PB4L (Positive Behaviour for Learning program) Newsletter items outlining importance of school attendance
- directing parents to brochures/information for parents to improve attendance which are available on AIS website
- convening an Attendance Improvement Plan (AIP) meeting when a pattern of unexplained absences is evident
- if Attendance Improvement Plan is unsuccessful in improving student attendance, arrange a Secretaries Conference with support of AISNSW

Exemptions from attendance and enrolment

Applications & approvals for exemption from attendance (approved leave) are recorded in the Register of Attendance by the Manager, Student Attendance

Exemption from attendance

- Parents will apply in writing for exemption from attendance (leave) and include supporting documentation, where requested, to the school Principal, prior to the proposed period of exemption/leave
- Applications for exemption from attendance for a total of under 100 days in a twelve-month period will be considered by the Principal, in accordance with the criteria in the guidelines from the NSW Department of Education.
- Where the application is supported, the Principal will inform the parents and provide the original exemption certificate, available on the AISNSW website to the parent/s.
- Where the application is not supported, the Principal will notify the parents in writing of the unsuccessful outcome.

- An application for exemption from attendance for a total of 100 days or more in a twelve month period will be considered for recommendation by the Principal, who will send it to the AIS Division Head, Education Regulations and Program Implementation, for further referral to the Minister's delegate in the NSW Department of Education.
- The Principal, or his/her delegate, will keep copies of applications, exemption certificates, notifications or letters resulting from applications for exemption from attendance in the student's file
- Copies of relevant documentation, including the Minister's delegation and exemption certificate, will also be retained in the school files/attendance records.

Exemption from continuing enrolment

- In the case of:
 - applications for exemption from enrolment for students who have completed Year 9, for completion of education under special circumstances (through apprenticeship or traineeship):
 - the Principal will consider the application, for approval, in accordance with the criteria in the guidelines from the NSW Department of Education.
 - where the application is supported, the Principal will notify the parents and provide them with the original exemption certificate.
 - where the application is not supported, the Principal will notify the parents in writing of the unsuccessful outcome.
- In cases of:
 - exemption from enrolment for completion of education under special circumstances (through apprenticeship or traineeship) for a student who has not completed Year 9, or
 - exemption from enrolment due to circumstances including a delayed start to school, health, learning or social disadvantage
 - the Principal will consider applications for recommendation, and will send applications to the AIS Division Head, Education Regulations and Program Implementation, for further referral to the Minister's delegate in the NSW Department of Education.
- In the case of:
 - exemption from enrolment for completion of education under special circumstances in any other cases, including where there is no apprenticeship or traineeship
 - the Principal will consider the application for recommendation and will mail the appropriate NESA form (*Application to complete education under special circumstances (other than an apprenticeship or traineeship)*) to the NESA at the address noted on that form.
- In all cases, copies of applications, exemption certificates, notifications or letters resulting from applications for exemption from enrolment will be kept in the student's file
- Copies of relevant documentation, including the Minister's delegation and exemption certificate, should also be retained in the school files/enrolment records.

Responsibilities

1	College Board	to approve this policy
2	Principal	to oversee the implementation of this policy
3	Manager Student Attendance, & Deputy Principal (Students)	to oversee the implementation of procedures
4	Teachers	to comply with this policy & procedures

Date approved by the College Board: 1st December 2020