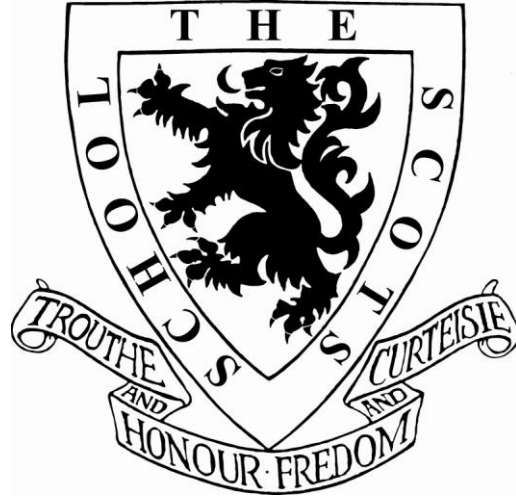


# The Scots School



## **ATTENDANCE POLICY**

**2016**

# ATTENDANCE POLICY

## Table of Contents

	<b>Page</b>
1. Register of Enrolments	3
2. Daily Attendance	3
3. Late Arrival Students	4
4. Early Departure Students	4
5. Student Absences from Class	4
6. Attendance Records	4
7. Following Up Unexplained Absences	5
8. Storage of Documents	5
9. Exemptions from Attendance or Enrolment	5
10. Variations to Routine – Procedures for Monitoring Attendance	6
11. Overseas Student Procedures	7
12. Appendix - 2015 Attendance Register Codes	9

## Register of Enrolments

A Register of Enrolments is kept that includes the following information for each student:

- Name, age and address
- The name, address and contact number of parent(s)/guardian(s)
- For students older than six (6) years, previous school or pre-enrolment situation
- Date of enrolment and, where appropriate, the date of leaving the School and the student destination
- Where the destination of a student under seventeen (17) years of age is unknown, evidence that a NSW Department of Education officer with home school liaison responsibilities has been notified of the student's full name, date of birth, last known address, last date of attendance, parents' names and contact details, an indication of possible destination, other information that may assist officers to locate the student, and any known work health and safety risks associated with contacting the parents or student
- The Register of Enrolment is retained for at least seven years preceding the current date

## Daily Attendance

All students are expected to attend school every day except when illness, injury, or some other condition beyond their control prevents them from doing so.

- All students are expected to be in attendance at 8.45 am.
- The Administration Office staff at the School are available on 6331 2766 for parents who wish to notify the School regarding their child being absent on any particular day. Any such notification, along with the reason for the absence, is documented by an Administration Office Assistant.
- Attendance is monitored at Stage Roll Call Meetings held at 8.45 am each school day.
- Rolls are marked by the Stage Co-ordinator who submits a list of absences to the administration office.
- The list of absences is then checked by an Administration Office Assistant against notes previously handed in.
- A list of absences for the day is emailed to all staff by the Administration Office Assistant. Unexplained absences are highlighted within this list.
- Where a student has been absent for more than one day without parent contact an Administration Office Assistant will call parents regarding the absence.
- In cases where a student's attendance pattern is inconsistent, a call will be made to the student's parents on the first day of any absence.
- Stage Co-ordinators may also request that an Administration Office Assistant call the parents of any absent student on the first day of any absence.
- If a student develops a pattern of absences the student will be spoken to by the Stage Co-ordinator, the Director of Student Welfare and/or the Deputy Head. This staff member will also notify parent(s) and/or guardian(s) regarding poor school attendance. Any information relating to unsatisfactory attendance is transferred to student files.

## **Late Arrival Students**

Being punctual to school is important to the student and the school. It is the student's responsibility to get to school on time.

- A student will be considered to be late to school if he/she arrives after the start of the Stage Roll Call Meeting at 8.45 am.
- Any student who is late to school must register at the Administration Office as they arrive. These are checked by the Administration Office Assistant against the roll.

## **Early Departure Students**

- If a student needs to leave school for any reason during the school day they are required to present a note from their parent/guardian to the Deputy Head.
- The note is then presented to the Administration Office, where the student will complete the sign out register.
- The parent or guardian picking up the student should also sign the student out.
- In cases where the student returns to school after being signed out, the student is to sign in at the Administration Office before returning to class.

## **Student Absences from Class**

- Staff members check absences from class against the list of absences distributed via email by the Administration Office Assistant.
- Any unexplained absence is reported immediately to the Stage Co-ordinator, Director of Student Welfare or Deputy Head.
- These particular staff members make further enquiries, contacting parents if necessary.

## **Attendance Records**

The Business office at the College administers the Delta Link system which includes the official attendance records of students in electronic format.

- The Administration Office at the School administers the Delta Link system which includes the official attendance records of students in electronic format. These records are also held in the Administration Office in hard copy form.
- It is very important all students be accounted for. On the day of return to School, students should bring a note from their parents explaining the absence. Alternatively, the parent may send an explanation to the school via email, by text message, or the parent may telephone the Administration Office to explain the absence. Any telephone explanation is documented by the Administration Office Assistant.
- If a valid reason for the absence is obtained from the parent/guardian, the absence will be considered excused and will be noted within the Delta Link system by the Administration Office Assistant.
- The Minister for Education approved changes to the use of the Attendance Register codes for 2015 and beyond. The changes implement the ACARA National Standards

for Student Attendance Data Reporting. A copy of the current Attendance Register Codes appears in the Appendix.

## **Following Up Unexplained Absences**

- In the event of an explanation for student absence not being received within 3 days of the date of the absence, an Administration Office Assistant will contact the parents by telephone and/or email, requesting advice concerning the absence. These requests should be brought to the attention of the Director of Student Welfare.
- If the school does not receive an explanation of the absence from the parents within 7 days, the Director of Student Welfare will take all reasonable measures to contact the parents within 2 school days after the 7 day timeframe has elapsed (if contact has not already been made).

## **Storage of Documents**

- At the end of each school year attendance records are transferred to the School Archives for safe keeping.
- Copies of Attendance Records and Register of Enrolments will be made regularly and transferred to an off-site storage facility.

## **Exemptions from Attendance or Enrolment**

In response to the national agenda and changes to the *Education Act* resulting from the Wood Royal Commission and the new school leaving age, there were significant changes required to school processes and practices around student attendance.

- In January 2010 the NSW Government raised the mandatory school leaving age to 17 years.
- The Minister has delegated the power to grant or cancel a Certificate of Exemption from attendance or enrolment to non-government school principals within strict guidelines.
- This delegated authority ensures that independent school principals have the same level of authority as principals in government schools. It allows principals to provide a Certificate of Exemption for students to be exempt from attending school for up to a total of 100 days in a year or an exemption from enrolment following the completion of Year 9 to undertake a full time apprenticeship or traineeship.
- Applications for exemption outside these guidelines are not within the delegation of non-government school principals, and must be referred to the appropriate delegate – usually the Deputy Secretary of the Department of Education.

## Variations to Routine – Procedures for Monitoring Attendance

During the course of the school year, some instances arise when students who are involved in school activities are not present at the Stage Roll Call Meeting. In these instances, for safety reasons and for record keeping, it is important that alternative processes be implemented to monitor and report student attendance to the Administration Office.

### ***School excursions/activities departing the school before 8.45 am***

- The teacher organising the excursion is to provide the Administration Office with a full list of students expected to attend the excursion.
- The organising teacher is to take a roll of student attendance prior to the excursion's departure from the school.
- In instances where any student expected to attend an excursion **is not present** for the excursion, the organising teacher is to contact the Administration Office on 6331 2766 as close to 8.45 am as possible to communicate student absences:
  - If the organising teacher has received information from the student's parent to explain the absence, this should be communicated to the Administration Office.
  - If the organising teacher has **not** received information from the student's parent to explain the absence, the Administration Office Assistant should inform the Deputy Head and/or the Director of Student Welfare, who will make arrangements to contact the parent in order to establish the reason for the absence.
- Subsequent processes for recording student absences from a school excursion/activity are implemented in the same way as other absences from school.

### ***Year 11 and Year 12 Examinations***

In order to allow students to more effectively prepare for examinations, they are not required to be present at school before an afternoon examination (assuming they have no morning examination that day); nor are they required to remain at school after completing a morning examination (assuming they have no afternoon examination that day).

- Roll call for students sitting a morning examination takes place in the designated main examination room (usually the Maths Centre). This roll is taken teacher responsible for supervising the commencement of the examination.
- This roll is collected by the Director of Administration (or other delegated staff member) and is taken to other designated examination rooms (used for students with special provisions – e.g. Room 9, Library seminar rooms) to check student attendance. This completed roll is then taken to the Administration Office.
- Boarding House (Bulkeley House and Galloway House) Exam Rolls are to be completed as close to 8.45 am as possible by the senior residential staff members on duty and promptly sent to the Administration Office.
- Boarding **and** non-boarding students entering the Day School at any subsequent time during the day (to attend a later examination or for any other reason) are to follow the procedures consistent with Late Arrival Students (see page 4).
- Boarding **and** non-boarding students leaving the Day School at any subsequent time during the day (at the conclusion of an examination or for any other reason) are to follow the procedures consistent with Early Departure Students (see page 4).

## Overseas Student Procedures

Records from timetable sources and attendance sources are available through Delta Link for referencing each student's attendance record for each subject they are attempting. These records:-

- a) Show when a student's attendance in a particular subject is of concern with regard to mandatory hours (in the case of overseas students 80% of scheduled course hours).
- b) Allow warnings to be issued to the student and warning letters to be sent to the parents/guardian and the student. Copies of both records are kept in the student's file and electronically by the Deputy Head.
- c) Warning letters will be accompanied by counselling in the event of students being absent for concerning lengths of time (in the case of overseas students this is where absences occur of five consecutive unapproved days or where the student is approaching absence of 20% of mandatory 80% course attendance). Such counselling will be organised by the Deputy Head and will involve conversation with the Director of Student Welfare. Minutes of such counselling will be retained as above.
- d) Ultimately will show when a student's attendance is failing to meet satisfactory attendance.
- e) Allow parents/guardians and student to be informed of this failure of attendance. In the cases of failing attendance the Deputy Head will, in discussion with the Director of Student Welfare, notify the student in writing of the School's intention to report the student for not achieving satisfactory attendance. The written notice will inform the student that he/she is able to access the School's complaint/appeals process (within 20 working days) as outlined in the School's Assessment Manuals. Where the appeal process is not accessed, or where it is found to have failed, the School will as soon as practicable, notify the student, the parents/guardian and the Secretary of DEEWR through PRISMS that the student is not achieving satisfactory attendance.
- f) Deferment provisions:-
  - i) The School can only defer or temporarily suspend the enrolment of a student on the grounds of:
    - Compassionate or compelling circumstances (eg. illness and medical certificate OR
    - Misbehaviour of a student (see Student Behaviour and Discipline Policy, Student Anti-Bullying Policy)
  - ii) In such cases the School (through the Deputy Head) will inform the student that deferring, suspending or cancelling his/her enrolment may affect his/her student visa and –
    - Notify the Secretary of DEEWR via PRISMS (as required under Section 9 of the ESOS Act where said enrolment is deferred, suspended and cancelled)

- iii) The School, through the Deputy Head, will inform the student of its intention to suspend or cancel the student's enrolment where the suspension or cancellation is not initiated by the student and notify the student that he/she has 20 working days to access the school's complaints/appeals system. If the student so accesses the system the suspension or cancellation of the student's enrolment under this cannot take place until the internal process is completed (unless extenuating circumstances relating to the student's welfare apply).
- g) All letters are issued by the Deputy Head in conference with the Headmaster and Director of Student Welfare.



## Appendix

### 2015 Attendance Register Codes

#### Definitions

Only the following attendance register codes **must** be used to record the:

- explanation of student absence, and/or
- variation in student attendance.

<b>Attendance Register Codes</b>	
<b>Symbols to be used for explanation of student absence</b>	
<b>Symbol</b>	<b>Meaning</b>
<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. Principals may, at the principal's discretion, accept or not accept the explanation provided.
<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.</li></ul> Principals may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory attendance.
<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>
<b>E</b>	The student was suspended from school

<b>Attendance Register Codes</b> <b>Symbols to be used to record a variation in attendance</b> (not counted as an absence for statistical purposes)	
<b>Symbol</b>	<b>Meaning</b>
<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>
<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 (regional and state carnivals)</li> <li>- school excursions</li> <li>- student exchange</li> </ul>
<b>H<sup>1,2</sup></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>

1. Note: In most cases this code will only be used by Department of Education and Communities schools, with the exception of students from non-government schools attending hospital schools.
2. Note: **For Independent Schools use “F” not “H” for students attending external tutorial centres and programs that are school authorised.**

## **Recording the duration of an absence or variation in attendance**

In addition to recording the reason for an absence or the reason for a variation in attendance, the duration of the absence or variation must be recorded.

### **Manual Attendance Registers**

Department of Education and Communities schools that maintain manual attendance registers and do not use electronic means for maintaining student attendance must use the following symbols with the appropriate attendance register code for recording the reason for absence or a variation in attendance:

**a** - The student was absent on that day.

**Pa** - The student was late or was absent for part of a day. The time of arrival or departure must be recorded.

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

### **Electronic Attendance Registers<sup>3</sup>**

For **Department of Education and Communities schools** using electronic means for maintaining student attendance (OASIS, EBS4 or compliant third party systems), when recording a partial absence, the precise time of arrival and/or departure must be documented.

When information is transferred to OASIS from other compliant electronic systems, or from manual attendance registers, whole day absence (a) will be shown as W and partial absence (Pa) will be shown as P.

- Note: This only applies to Department of Education and Communities Schools.**