### THE SCOTS SCHOOL

#### 3.8 Attendance

**Register of Enrolments**

A Register is kept which indicates the following information

- 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 must be kept that a Department of Education and Training Officer has been notified of the students name, age and last known address and other designated information
- The Register of Enrolment is retained for at least seven years preceding the current date

#### Daily Attendance

- Attendance is monitored at Day and Boarding Student meetings held at 8.45 am each school day.
- Rolls are marked by the Head of House who places a list of absences for the day on the staffroom notice board.
- A list of absences is then checked against notes previously handed in.
- Any unexplained or not accounted for student has their parents run at 9.15 am.
- The Director of Student Welfare monitors this attendance.
- Attendance Rolls are kept in the School Library and updated by the Library Assistant. They are kept in both electronic and paper form.
- At the end of each school year they are transferred to the School Archives for safe keeping.
- Late arrival or early departure students must register at the front desk as they arrive or depart. These are checked by the Library Assistant against the roll

#### School Absence from Class

- Students who enter or leave the School outside normal school hours must sign in or out in a Register on the reception desk in the Front Office.
- Staff members check absence from class against the list in the Common Room and Reception. (Front Office)
- Any unexplained absence is reported immediately to the Deputy Headmaster or Director of Student Welfare.
- These particular staff members make further enquiries if necessary contacting parents.
- Partial absences are recorded.

#### Follow Up on Unexplained Absences

- Head of House (Day and Boarding) follow up unexplained absences. They inform parents and ensure the Director of Student Welfare sends a letter of non
compliance to parents and students. This letter explains School Certificate, Higher School Certificate and Board of Studies Regulations regarding attendance, and warns parents and students of the significance of failure to fulfil attendance/assessment requirements for each course (e.g., N Awards).

- Overseas student attendance and reporting procedures are contained in an attached sheet.
- Copies of all letters sent are kept in the student’s file in the main office and are held electronically by the Deputy Principal.
OVERSEAS STUDENT PROCEDURES

Records from timetable sources and attendance sources are available through Deltalink 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.

For ELICOS and schools courses the School may decide not to report students for breaching the 80% mandatory attendance requirement but only where:
- The student produces documentation demonstrating clearly that compassionate or compelling circumstances apply (eg. medical certificates, etc.)
- The decisions is consistent with documented attendance policies and procedures
- The School confirms that the student is attending at least 70% of the scheduled course contact hours for each course in which he/she is enrolled

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 Welfare Policy, Student Bullying and Harassment 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)

i) 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 if completed (unless extenuating circumstances relating to the student’s welfare apply).

g) All letters are issued by the Deputy Head of the School in conference with the Headmaster and Director of Student Welfare.