



**INTERNATIONAL CHINESE SCHOOL**  
**国际中文学校**

An Anglican School  
圣公会学校

**K–2 Attendance and Roll Marking  
Policy and Procedures**

PREPARED TERM 2, 2015

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# ATTENDANCE/ROLL POLICY

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Children until the age of 17 are required by law to attend school on designated school days unless sickness or special circumstances prevent them from doing so. If there is to be a planned extended absence (e.g. a family holiday) then permission for exemption must be sought from the Principal prior to the leave period. (See Exemption from Enrolment and Attendance Policy document).

Students of the School are expected to be in attendance from the start until the end of the School day. If student commit to extra-curricular activities outside the normal hours of operation then attendance at such activities is also expected.

International Chinese School has a legal requirement to maintain accurate and complete attendance records. On the day students return from absence parents are required to provide satisfactory written explanation for the absence. Privacy of families is to be respected and staff should not insist on details in relation to sickness or family situation that led to the absence.

As attendance information could be summoned in a court of law, all notes and rolls should be kept securely for a 5 year period. Information should be easily accessed if necessary. Parents should therefore record student name, class and date clearly at the top of each absence note.

# REGISTER OF ENROLMENTS

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International Chinese School will keep an accurate and up to date record of students enrolled.

The enrolment register will provide the following information on each student.

- ✓ Name
- ✓ Date of Birth
- ✓ Residential address
- ✓ Name and contact telephone numbers of parents
- ✓ Date of enrolment and, where appropriate, the date of leave the School and the student's destination school
- ✓ For students older than six (6) years, previous school or pre-enrolment situation
- ✓ Where the destination of a student below 15 years of age is unknown, the Principal is to contact the Department of Education and Communities officer with home school liaison responsibilities providing him/her with the student's name, age and last known address. Such contact must be diary noted by the Principal.

## K-2 PROCEDURES

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The electronic roll (Sentral) must be marked at the commencement of Roll Marking (in period 1) by the class teacher.

K-2 must be completed by 9.45 am.

If for any reason an electronic roll cannot be completed, the teacher will mark a paper roll and hand to School reception. School reception will then send it to School Secretary to be entered into Sentral.

In the case of an emergency evacuation, teachers are to take classes to the evacuation point with a class list. A list of absent students will be brought to the evacuation point by the School reception.

A student who is on an Event will be entered into Sentral prior to the event by School Secretary.

A student who is late to School or who leaves early must be signed in/out at School Reception. They will be entered into Sentral and be given a receipt docket to present to their class teacher.

A student who has been absent from the School must provide a note from a parent/carer. This note is collected by the class teacher. Notes are then to be dated and initialled and symbols are entered into Sentral. The note is then stored in a Term folder with the year, class and term number indicated.

Unexplained absences are to be followed up the by Class Teacher by sending home an "Absence from the School" letter (available from Reception) when the child has returned to school for three days and an absence note has not been presented.

If after seven days an explanation has not been received then the absence will be referred to the Principal.

## NEW SOUTH WALES ATTENDANCE REGISTER CODES

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The roll must be completed according to the official codes released by the New South Wales Board of Studies, Training and Educational Standards (BOSTES), as outlined below:

### Symbols to be used when students are absent from school

<b>SYMBOL</b>	<b>MEANING</b>
<b>a</b>	The student was absent for the full day.
<b>Pa</b>	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

## Symbols to be used for explanation of student absence

<b>SYMBOL</b>	<b>MEANING</b>
<b>A</b>	The student's absence is unexplained or unjustified. The symbol must be used if no notice has been provided by parents within seven days of the occurrence of the absence.
<b>B</b>	The student is absent from school on official school business. This symbol is recorded where the Principal approves the student leaving the school site to undertake excursions, school sport, etc.
<b>E</b>	The student was suspended from school.
<b>F</b>	Does not apply to K-2
<b>H</b>	Does not apply to K-2
<b>L</b>	<p>The Principal may approve up to 15 days in a school year for students of compulsory school age who have provided an explanation of absence that has been accepted by the Principal. Additional days for students not of compulsory age may be recorded at the discretion of the Principal.</p> <p>Examples may include: misadventure or unforeseen 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.</p>
<b>M</b>	The student was exempted from attending School. (refer following section of this document <i>Exemption from attendance procedures</i> )
<b>S</b>	The student's absence is due to sickness or as the result of a medical appointment. If the absence is for a period of greater than four days the Principal may request a medical certificate.