

INTERNATIONAL CHINESE SCHOOL



ATTENDANCE & ROLL MARKING POLICY

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Attendance/Roll Policy

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 leave must be sought from the Principal prior to the leave period.

Students of the School are expected to be in attendance from the start until the end of the School day. If students 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. The attendance registers are in the form common to all schools in NSW as approved by the Minister for Education (latest revision implemented 2015).

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.

While the Principal may delegate responsibility for the monitoring, recording & follow-up relating to student attendance, ultimate responsibility for student attendance and the application of this policy lies with the Principal.

All information related to student attendance, such as absence notes and information relating to unsatisfactory patterns of attendance, are to be transferred and stored in student files. As attendance information could be summoned in a court of law, all notes and rolls must be kept securely for a 7-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

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 17 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.

- * Where the destination of a student below seventeen (17) years of age is unknown, the Department of Education (attendance@det.nsw.edu.au) must be 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. As evidence copy of the email communication with the Department of Education (attendance@det.nsw.edu.au) must be stored in students' files.

K-4 Procedures

The electronic roll (Sentral) must be marked at the commencement of the school day by the class teacher. Rolls 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 a School related 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 initialed and symbols are entered into Sentral. The note is then stored in a Term folder with the year, class and term number indicated.

If a student has been absent from school for three consecutive days, parents will be contacted either by phone/email/text to authenticate the absence (if parents have not already made contact with the school).

For unexplained absences:

- If an explanatory note is not received from parents on the first and second day post return

of student to school, request of supply of explanatory note is made of parents through the student diary.

- If an explanatory note/email from parents has not be received by the third day post a student's return to school, Code 'A' is to be entered into the attendance register denoting an unexplained absence. Parents will still be contacted either in person, by phone or email reminding requesting the supply an explanatory note.
- If explanation is still not supplied after 7 school days post a student's return a formal letter from the Principal is sent via email and the post requesting suitable explanation be provided in writing.

For repeat unexplained absences, or patterns of concerning attendance:

- Parents are required to attend a meeting with the Principal. The focus of this meeting is to nurture a partnership with parents to encourage improved attendance and communication. Strategies to assist in improving attendance patterns include, but are not limited to, regular follow up meetings with staff and/or the principal, counselling, implementation of social/emotional support programs, encouragement of students through specific learning programs structured around areas of special interests.
- If the above process proves unfruitful then a report to Family and Community Services (FACS) may be deemed necessary.

Exemption from school attendance

The Principal has delegated authority from the Minister to grant full/part-days exemptions from school attendance for periods totaling up to 100 days in a 12-month period for any one student.

Parents make an application for exemption from school by completing an *Application for Exemption from Attendance at School* form available from reception. This must be made in writing and in advance.

If satisfied with the reason, and compliance with regulations, the principal can approve and grant a *Certificate of Exemption*. If the Principal refuses to grant an exemption the parent may appeal to the Board Chair.

The Principal may grant exemption from attendance at schooldue to:

- the child being prevented from attending school because of a direction under the Public Health Act 2010.
- employment in the entertainment industry
- participation in elite arts or elite sporting events

The attendance register must indicate full day exemptions with the code 'M', and part day exemptions with the code, 'PM'.

Note: Students absent on family holidays during school terms are not to be exempt. If the Principal accepts the reason then leave is granted and the 'L' code should be used, consistent with the implementation of National Standards for Student Attendance Data and Attendance Register.

The parent is not required to apply for an exemption in cases of the child being prevented from attending school because of a direction under the Public Health Act 2010. The principal may grant a Certificate of Exemption for the period determined by relevant authorities under this Act.

The Principal can cancel the Certificate of Exemption where he/she identifies circumstances that they believe warrants this action. For example, where the conditions attached to the exemption are not being met or cease to apply.

The School will retain copies of all documentation relating to the exemption in the student's file and retain such file for a period of 7 years.

New South Wales Attendance Register Codes

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	
Symbol	Meaning
A	The student was absent for the full 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	

Symbols to be used for explanation of student absence	
Symbol	Meaning
A	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. It is at the principal's discretion to accept or not accept the explanation provided.

S	<p>The student's absence is due to sickness or as the result of a medical or paramedical appointment. In these cases:</p> <ul style="list-style-type: none"> • a medical certificate is provided or • the absence was due to sickness and the principal accepts this explanation. <p>Principals may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory attendance.</p>
L	<p>An explanation of the absence is provided which has been accepted by the principal.</p> <p>This may be due to:</p> <ul style="list-style-type: none"> • 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 • travel in Australia and overseas • recognised religious festivals or ceremonial occasions
E	The student was suspended from school
M	The student was exempted from attending school and a Certificate of Exemption has been issued by a delegated officer.
F	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 external tutorial centres and programs that are school authorised.
B	<p>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:</p> <ul style="list-style-type: none"> • work experience • school sport (regional and state carnivals) • school excursions • student exchange
H (1)	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 hospital schools.

Peter Jamieson
Principal