

Purpose and Overview

This document outlines the policy and procedure to be followed with regards to student attendance. Aurora Southern Highlands Steiner School (ASHSS or the School) aims to promote optimal attendance.

Policy

1. ASHSS maintains a register of enrolments in the School's database.
2. ASHSS monitors the daily attendance and absence of students in the School by maintaining a daily attendance register for each class of students. These records are recorded in the School's database.
3. Student absences from classes or from the School are identified and recorded in a consistent manner by the staff member responsible for the roll class (usually the Class Teacher) using the records approved by the Minister for Education.
4. Attendance registers are moved off-site for storage at regular intervals.
5. Parents/guardians are required to send a signed note explaining the student's absence. SMS messages explaining absences should be recorded in writing by the Class Teacher or school administration and followed up by a signed note from the parent and/or guardian.
6. Unexplained absences from classes or the School will be followed up in an appropriate manner with the student and/or their parent or guardian.
7. The School will notify parents/guardians in an appropriate manner where a student has a poor record of School or class attendance. A 'record of parent meeting' form will be kept in the student's file.
8. Where unsatisfactory class or School attendance is identified, the attendance issue and any action taken will be recorded, as appropriate, in the student's file.
9. The register of enrolments is maintained for at least 5 years before archiving and the register of attendances for a student is retained for at least 7 years after the last entry was made in respect of the student.
10. Seasonal Festivals, school excursions and camps are an important part of the Schools educational program, and students are expected to attend.

Procedure - Register of Enrolments

11. The Principal or their nominee is responsible for maintaining the Register of Enrolments and collecting the following information.
12. The MYCEEDYA Data Collection Standards Manual is used to guide the collection of information about students' background characteristics.
13. The following information is collected through the ASHSS Enrolment Application Form and entered into an electronic database:
 - Student's name, age and address
 - Name and contact telephone of parents/guardians
 - Date of enrolment and, where appropriate, the date of leaving the School and the student's destination
 - Sex, Indigenous status, Socioeconomic background - parent education and occupation, language background - country of birth and main languages other than English spoken at home.
 - Information on previous school / pre-enrolment for a student older than 6 years
 - If destination of student is unknown, the Department of Education will be notified at attendance@det.nsw.edu.au 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, and 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
 - Data on absences where a student is absent for 30 days, the Principal or their nominee will access the Keep

Them Safe website www.keepthemsafe.nsw.gov.au to determine whether a report is required.

Procedure - Daily Attendance register

- A daily attendance register (roll) will be maintained by the staff member responsible for the roll class (usually the Class Teacher) and entered into the electronic database using the DET Attendance Register Codes that include:
 - Daily attendance, that may be recorded by noting daily absences
 - Absences
 - Reason for absence
 - Documentation to substantiate reason for absence
- Daily attendance registers are taken to the administration office where absences are recorded on an electronic database on a daily basis.
- Parents of students who arrive late or leaving early must sign in or out at the school office.
- A phone call will be made or an SMS message will be sent to the parents of students with an unexplained absence on the morning of the absence. If there is no reply after three days a reminder SMS will be sent to parents.
- SMS messages explaining absence are recorded in writing by the Class Teacher or school administration.
- Failure to explain absences will result in the school administration contacting the parent/guardian. Poor class/school attendance is the responsibility of all staff and should be followed up by a signed note from the parent and/or guardian.
- Poor attendance must be brought to the attention of the Principal or their nominee who investigates and may instigate a parent/guardian meeting.
- Where a student is absent for 30 days, the Principal should access the mandatory reporters section of the Keep Them Safe website www.keepthemsafe.nsw.gov.au to determine whether a report is required.

Request for exemption from attendance

- Requests for exemption from attendance at school may be requested by completing the "Application for Exemption from Attendance at School" form available from the school office and submitting this to the Principal.
- Reasons for granting exemption from attendance at school include:
 - Exceptional domestic circumstances, including but not limited to participation in family holidays during school term subject to being satisfied that this is in the best educational interests of the child.
 - Other exceptional circumstances such as health of the students where sick leave or alternative enrolment is not appropriate.
 - The child being prevented from attending school because of a direction under the Public Health Act 2010.
 - Employment in the entertainment industry or participation in elite sporting events for short periods of time i.e. for one or two days, and at short notice.
- The Principal may exercise the Minister's delegation under section 25 of the Education Act 1990 under the conditions outlined in the DEC Exemption from School – Procedures. The school principal will consider the application in accordance with the criteria in the guidelines from the NSW Department of Education and Communities. Principals may grant an exemption from school attendance for periods totaling up to 100 days in a 12-month period for any one student.
- The school will send applications for over 100 days in a year to the Minister's delegate at the Student Welfare Directorate, NSW Department of Education and Communities.
- Where the application is supported, the principal will provide the original exemption certificate to the parent/s.
- Where the application is not supported, the principal will notify the parents in writing of the unsuccessful

AURORA SOUTHERN HIGHLANDS STEINER SCHOOL

STUDENT ATTENDANCE POLICY AND PROCEDURE

3

outcome using the format from the guidelines.

- Copies of the application and exemption certificate or notification are kept on the student's file.
- The Minister's delegation and copies of exemption certificates should be filed in the school's attendance records.

Related Policy, Procedures, Forms, Guidelines etc.

- ASHSS Enrolment Policy
- ASHSS Privacy Policy
- ASHSS Safe and Supportive Environment
- Attendance Registers - Roll Books
- DET Attendance Register Codes 2015

Related Acts and Regulations

- Education Act 2013
- Children and Young Persons (Care and Protection) Act 1998
- Privacy and Personal Information Protection Act 1998
- MYCEEDYA Data Collection Standards Manual

Evaluation and Review

This policy will be reviewed annually.

Ratification

This policy was ratified by the SHASE Board on _____.

Signed: _____

Date: ____/____/____

Chairperson