

2.2 STUDENT ATTENDANCE POLICY & PROCEDURES - EXTENDED DAY

INTRODUCTION

The Registered and Accredited Individual Non-Government Schools (NSW) Manual requires that a school must have in place policies and procedures to ensure that a register of enrolments is retained for five years and daily attendance of all students is maintained and retained for seven years after the last entry is made.

REGISTER OF DAILY ATTENDANCE

Lindfield Montessori School maintains a Register of Daily Attendance, in a form approved by the Minister, of the enrolments and daily attendances and absences of all the children in the school, which includes information for each child as required by the NSW Education Standards Authority (NESA) Registered and Accredited Individual Non-Government Schools (NSW) Manual.

SCHOOL RESPONSIBILITY

The Register of Daily Attendance (roll), is maintained by the Principal and includes the following information for each student:

- daily attendance, using the common code approved by the minister, which may be recorded by noting daily absences
- absences
- reason for absence
- documentation to substantiate reason for absence

SCHOOL PROCEDURES

Student absences from Lindfield Montessori School and variation to attendance will be identified and recorded using the Member's codes. Marking the roll each school day with the current Minister's codes is the responsibility of the Principal and demonstrates compliance as required by the Minister of Education. This is a legal document and can be requested by legal courts. The roll is marked daily at approximately 9:30am by the Principal, and is located at the teacher's shelf, which can be accessed by all the educators.

- The school also maintains attendance using a software program (Transparent Classroom). Absent notes are filed in the class roll and/or on the School's Google Drive. They are backed up on the School's Computer.
- Lindfield Montessori School will record the attendance of children and notify a parent or

guardian in cases of poor attendance. Poor attendance is defined by ongoing unexplained absence or absences of more than one week per term for reasons other than illness.

- A partial absence is determined if a child has not arrived by 9:30am.
- Lindfield Montessori School will implement intervention strategies to improve unsatisfactory attendance of students. Unexplained absences from school will be followed up in an appropriate manner with the student's parent or guardian.
- In the event of no parental advice with regards to absences or concerns about unsatisfactory attendance, the Principal will initially contact the parent or guardian by telephone after one day and then by email. The parents will need to complete an *'Absent Notification Record'* on return or email an absentee note to the school as soon as possible advising the school for the reason of absence. 'Absent Notification Records are available in hard copy from the teacher. Notification can be made in hard copy, telephone or by email. All Absence Notification Records and email notifications are filed in the attendance register by the teacher. If necessary, the Principal will contact the Department of Education.
- Where unsatisfactory school attendance is identified, the attendance issue and any action taken will be recorded as appropriate on the student file. All absentee forms will be filed in the class roll. Student files are kept in the filing cabinet in the office and can be accessed by the Principal, Business Manager or delegated authority.
- The school will contact the Department of Education in the unlikely event of a child leaving the school without the intention of enrolment at another educational provider.
- If a student is absent, there will be a record of full or partial absence and an attendance register code will be used to identify explanation of student absence or variation in attendance using the Minister's codes. The Principal has the discretion to accept a reason for student absence.
- It is at the Principal's discretion to determine the Minister's code that will be recorded in the Attendance Register for the absence.
- It is at the Principal's discretion to require documentation to substantiate an absence or to further substantiate an absence.
- The Attendance Register (class rolls) are archived at the completion of each school year (in the locked filing cabinet and the School's password protected Google Drive) and can be accessed by the School Principal, Business Manager or delegated authority, at the request of parents or by Court Order.

- The Register of Attendance (roll book and documentation substantiating absences) will be retained for a period of 7 years.
- The Principal has the Minister's delegated authority to approve student leave or exemption under section 25 (1) of the Education Act.
- The Principal is responsible for ensuring that such leave approvals and certificates are documented and located in the student's personal file and entered on the student Enrolment Register (electronic).

Late Arrival and Early Departure of Students

- A late arrival or early departure is recorded in the roll, according to the minister's codes (a = Absent, p = Partial). The Principal or delegate will record the partial absence.
- If a student arrives at the school late or departs early, they arrive and leave through the office. They are greeted or handed over to their parent/guardian by education staff or the business manager. Their parent or guardian must provide a verbal or written reason to Principal with as much notice as possible.
- In the case of unexplained partial absences, the Principal will contact parents/guardians via telephone or a face-to-face meeting, followed up with a letter.

Monitoring Absences and following up Unexplained Absences

- If a student is absent, the Principal will follow up with the parent or guardian the next day at school, or alternatively, by email or telephone.
- Documentation substantiating an absence is stored in the Attendance Register (roll) and on the School's Google drive.
- When an absence is unjustified, continues to be unjustified or is unapproved by the Principal, a meeting is called with the parent/guardian and a plan is developed to improve attendance, or to understand why attendance is poor.

Monitoring Attendance Data

- The Principal monitors attendance via the Attendance Register. Because of the small cohort at Lindfield Montessori, it is immediately evident when there are gaps in attendance. Interventions may occur when poor attendance is forming a pattern and the pattern includes many unjustified or many non-medical related reasons.

Extended Leave Approval

- Anything more than 2 consecutive days constitutes leave. Anything over 2 consecutive weeks will not be allowed.
- A *'Request for Leave'* form is to be completed (at least two weeks before leave is to be taken) by parents and given to the Directress for review.
- The Principal will make the decision regarding the leave request and will record it in the Attendance Register referencing the Minister's code (aL). Records are to be maintained in the child's file.
- Parents are informed of the decision via a written letter and certificate.

PARENT RESPONSIBILITY

- To notify school of absences due to sickness by email or phone on the initial day of sickness and each day thereafter as required until the child returns to school.
- To provide written documentation on the return of a student following a period of sickness or absentee when the school has been advised verbally.
- To notify and seek permission prior to planned extended leaves of absence e.g. holidays. The school strongly requests that extended student absences due to vacation and family commitments are attached to a school holiday period preferably at the end of the school term.

REGISTER OF ENROLMENTS

The Register of Enrolments, compiled in Term 1, is maintained by the Business Manager and Principal and includes the following information for each student:

- name, age and address
- the name and contact telephone number of parent(s)/carer(s)
- date of enrolment and, where appropriate, the date of leaving the school and the student's destination
- where the destination of a student below seventeen (17) years of age is unknown, evidence that the Department of Education has been notified (using the form Student Enrolment Destination Unknown), downloaded from RANGS, customised with school letterhead and emailed to attendance@det.nsw.edu.au. The following details should be completed on the form:
 - student's full name
 - date of birth
 - last known address
 - last date of attendance
 - parents' names and contact details
 - an indication of possible destination
 - what efforts the school has made to locate the child
 - other information that may assist officers to locate the student
 - any known work health and safety risks associated with contacting the parents, carers or student
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- The Register of Enrolments is retained for a minimum period of five (5) years on the School's Google Drive and is backed up on the Office Computer. It can be accessed by the Business Manager, Directress or delegate.

SCHOOL PROCEDURES

- Should a parent wish to cease enrolment for their child, they must provide this in writing to the Principal.
- If at compulsory school age, confirmation of the child's enrolment at the next destination is required on the school's letterhead.
- When the child's next destination is known, the date of exit, which school they are going to, the start date, and the year group must be recorded on the Enrolment Register.
- Student records regarding their exit are kept in their file. Such records may include school reports, assessment data, and absent notes.

- If the student's destination is unknown, written correspondence will be sent to the parents/carers to seek the information. If still not found, the record on the Enrolment Register is kept as 'destination unknown' and all information such as dates and method of contact are all recorded.
- All written correspondence, to find the information is kept on file. The Principal is responsible for notifying the Department of Education.
- If not of compulsory school age (6 years of age in the school year), a verbal confirmation from a parent or caregiver is sufficient.

Relevant Legislation	Education and Care Services National Regulations 2011. Reg. Children (Education and Care Services National Law Application) Act 2010 Section
Related to NQS QA	Quality Area 2
Related Policies	2.3 Exemption Policy Statement
Sources & Further Reading	Association of Independent Schools (AIS)

POLICY REVIEWED	MODIFICATIONS	NEXT REVIEW DATE
June 2021	Updated copy	2023
May 2023	Incorporated the Attendance Procedure (previously policy 2.4) into this one. Updated LMPs procedures in line with AIS gap analysis.	2024