

2.2 STUDENT ATTENDANCE POLICY (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 7 years after the last entry is made.

SCHOOL RESPONSIBILITY

Lindfield Montessori School will monitor the daily attendance and absences of students in the school by maintaining a daily register for each student. Marking the roll each school day with the current Minister's codes is the responsibility of the Directress and demonstrates compliance as required by the Minister of Education. This is a legal document and can be requested by legal courts and other.

The school also maintains attendance using a software program (Transparent Classroom). Absent notes are filed in the class roll.

Contact from parents advising of absentees, via email or telephone will be provided to the class teacher as received.

Student absences from Lindfield Montessori School will be identified and recorded in a consistent manner using the Minister's Codes by the class teacher. The Minister's codes are located in the roll book, which is located at the teacher's shelf. The roll is checked between 9:30am and 10am.

The school will contact the Department of Education via the Home School Liaison Officer in the unlikely event of a child leaving the school without the intention of enrolment at another educational provider.

Unexplained absences from classes or 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, the class teacher will initially contact the parent or guardian by telephone after one day and then by email. The parents will need to complete an absentee form on return or email an absentee note to the school as soon as possible advising the school for the reason of absence.

Unexplained absences will be reported to the Directress for her determination on the follow up required (this might include, but is not limited to, further contact with parents or reporting to Children's Services).

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 absences or absences of more than one week per term for reasons other than illness.

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.

The class rolls are archived at the completion of each school year and can be accessed by the School Directress, or delegated authority, at the request of parents or by Court Order.

The records of daily 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).

(EDUCATION ACT 1990 – Section 25 Certificate of exemption from attending school: The Minister may grant a certificate exempting a child from the requirement for the child to be enrolled at and attend a government school or registered non-government school, or be registered for and receive home schooling, if the Minister is satisfied that conditions exist which make it necessary or desirable that such a certificate should be granted.)

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.

IMPLEMENTATION

Daily monitoring and recording of student attendance with unexplained absences followed up with parents.

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	N/A
Related Policies	Attendance Procedure
Sources & Further Reading	N/A

POLICY REVIEWED	MODIFICATIONS	NEXT REVIEW DATE
June 2021	Updated copy	2023