

## 2.4 ATTENDANCE PROCEDURE (KINDERGARTEN)

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### REGISTER OF ENROLMENTS

The register of enrolments, compiled in Term 1 and maintained by the Office Manager, must include 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](mailto: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
- The register of enrolments must be retained for a minimum period of five (5) years on the office computer drive before archiving. It can be accessed by the Office Manager, Directress or delegated authority.

### REGISTER OF DAILY ATTENDANCE

The register of daily attendance, maintained by the Directress, must include 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

The register of daily attendance is marked 9:30am by the teacher. It is kept in the classroom and can be accessed by the teachers, or delegated authority. It must be retained for a period of seven (7) years after the last entry was made.

### **MONITORING AND FOLLOWING UP ATTENDANCE**

Unexplained absences from school will be followed up by an email or phone call by the teacher to the parent/carer after one day. The parent needs to fill in an absentee form upon the child's return to school. Absentee forms are available in hard copy from the teacher. Notification can be made in hard copy, telephone or by email. All absentee forms and email notifications are filed in the attendance register by the teacher.

In the event of no parental advice with regards to absences or concerns about unsatisfactory attendance, the Directress will contact parents and the Department of Education and Communities if necessary.

Where unsatisfactory class or school attendance is identified, the attendance issue and any action taken will be recorded as appropriate on the student file by the teacher. Student files are kept in the filing cabinet in the office and can be accessed by the Principal, Office Manager or delegated authority.

In the event of a child leaving school without the intention of enrolment at another educational provider, the Principal will contact the Home School Liaison Officer.

The attendance registers are archived at the completion of each school year in the storeroom. They can be accessed by the Principal, Office Manager, or delegated authority, at the request of parents or by Court Order.

### **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.
- To provide written and signed documentation on the return of a student, following a period of sickness or absenteeism.
- To notify and seek permission prior to planned extended leaves of absence.

<b>POLICY REVIEWED</b>	<b>MODIFICATIONS</b>	<b>NEXT REVIEW DATE</b>
August 2021	Updated copy	2023