

Attendance Procedures

B7 – Enrolment and attendance

Rationale

The NSW Education Act 1990 (the Education Act) requires all students of compulsory school age to be enrolled in and attend school unless they are registered for home schooling. Once enrolled, children are required to attend school each day the school is open. It is an offence under the Education Act (section 23) if a parent/carer does not meet the legal obligation in relation to the enrolment and attendance of their child(ren) at school or registration for home schooling.

Under the Education Act and the NSW Education Standards Authority (NESA) registration requirements, schools are responsible for monitoring, recording, and following up student absences as well as implementing intervention strategies to improve student engagement and school attendance.

School staff have a legal responsibility to ensure that attendance of students at school is monitored and accurate records are kept.

Attendance Register

All records of attendance need to be kept as a permanent record of the student's attendance at the school. As these are a legal document, all of the regulations for the recording of attendance need to be followed. The Attendance Register for Tweed Valley Adventist School is located on the student management system, SEQTA.

Roll Marking Procedures

1. Primary teachers enter attendance electronically into SEQTA each morning at 9:00am, with a further with roll mark after morning break and lunch.
2. Secondary teachers enter attendance into SEQTA at role-mark and at the beginning of each period throughout the day.
3. This information will also be monitored and edited throughout the day by the Attendance Officer who seeks to reconcile discrepancies in real time.
4. If a primary student arrives at school late or leaves early, a parent must sign the student either in or out at the office. If arriving late, a late slip will be printed, which will then be given to the class teacher.
5. If a secondary student arrives at school late, either the parent must sign them in or they must sign themselves in at the secondary office. When leaving early, if the parent is not present to sign the student out, parental permission is to be provided via phone call, email or note.

6. Only approved guardians or listed emergency contacts can sign a student out of school.
7. Any secondary student who is late and arrives at the classroom without a processed leave slip, will be redirected to the office by the teacher.
8. If students are feeling unwell, they must report to sick bay. The First Aid Officer will contact parents to arrange collection if deemed necessary. Students are not allowed to exit the school without school and guardian permission and must sign out at the office.
9. Post compulsory aged students are required to demonstrate sustained diligence and effort to achieve their study awards. Punctuality, regular attendance and satisfactory participation in all subject areas are monitored closely for all students. Guardians of post-compulsory age students will be notified with attendance patterns of concern.
10. An SMS is sent to parents during the morning by 10:30 am to inform them of a recorded absence.
11. Parents may respond to the SMS with a reason for the absence. Absence notes/emails from parents must be forwarded to the attendance officer for processing and uploading to SEQTA.
12. Student absences and variation to attendance will be recorded using the approved codes.
13. When secondary students are engaged with an external provider, they are required to sign out of campus. Parents are required to notify the school of any additional changes to the external pattern of study.
14. Students will not be granted leave for employment during school hours unless the work is part of their official work experience program.
15. Ongoing (permanent) early leave passes cannot be issued to allow students to attend extra-curricular lessons or part time work. Ongoing (permanent) early leave passes cannot be issued to allow students to attend extra-curricular lessons or part time work.

Monitoring Attendance

1. Daily Monitoring

- Attendance is recorded electronically in SEQTA each school day.
- The Attendance Officer reviews absences daily and follows up unexplained absences via SMS or direct parent contact.

2. Ongoing Monitoring

- Attendance is monitored by the Attendance Officer and Head of School to identify:
 - students with 3 or more consecutive absences
 - repeated unexplained absences
 - patterns of lateness
 - partial absences or early departures

3. Attendance reports are generated at the end of each term and reviewed by the Principal and leadership team to identify students with attendance below acceptable levels. Students whose attendance falls below 85% and/or who demonstrate concerning patterns of absence or lateness, will be flagged for follow-up.

Attendance Intervention

Stage 1 – Initial Contact

- Parent/carer contacted by the class teacher or Stage Coordinator.
- Discussion of attendance concerns and request for explanation.
- Record of communication entered into SEQTA.

Stage 2 – Monitoring and Support

- Student referred to the Head of School or Wellbeing Team.
- Strategies may include:
 - wellbeing referral
 - learning support adjustments
 - counselling or pastoral support
 - mentoring or monitoring arrangements.

Stage 3 – Attendance Improvement Plan

Where attendance does not improve:

- A formal meeting with parents/carers will be held.
- An Attendance Improvement Plan will be developed which may include:
 - agreed attendance targets
 - monitoring period
 - regular progress review.

Stage 4 – Escalation

If the Attendance Plan is not followed or attendance remains unsatisfactory:

- the matter may be referred to external authorities in accordance with the Education Act 1990.

Exemption from Attendance or Enrolment

1. Where the parents of a student of compulsory school age seek an exemption from attendance at school, the principal will process the parent's application in accordance with the guidelines from NSW Department of Education.
2. Where parents seek more than a term of exemption from attendance, in place of approving the leave, the school may recommend distance education.
3. The principal may exercise the Minister's delegation under Section 25 of the Education Act in relation to granting and cancelling a certificate of exemption from being enrolled and attending school in certain prescribed circumstances.

Appendix

Certificate of Extended Leave – Travel (see attached)

