



## Student Attendance Policy

### Policy

1. The School will monitor the daily attendance and absence of students in the school by maintaining a daily register for each class of students.
2. Student absences from classes or from the School will be identified and recorded in a consistent manner by the staff members responsible.
3. Unexplained absences from classes or from the school will be followed up in an appropriate manner with the student and/or their parent/guardian.
4. The School will notify parents/guardians in an appropriate manner where a student has a poor record of school or class attendance.
5. Where unsatisfactory class or school attendance is identified, the attendance issue and any action taken will be recorded, as appropriate, on the student file.

### Procedure – Absentees

1. In the event of an absence due to illness or other incident, the parents/guardians are to notify the School by 8:45am each day.
2. Morning roll is completed online through the school administration system (Teachers' Kiosk) or on the paper rolls provided which are sent back to Student Administration for processing.
3. Any unknown or unaccounted students are followed up by phone calls to parents/guardians that morning by Student Administration Receptionist.
4. All listings of absentees are recorded into the school administration system (TASS) and daily print-outs are sent to Head of Primary/Head of Secondary for perusal. Continual poor attendances are followed up by House Tutor teachers for secondary students, and class teachers for primary students. All correspondence is kept on the student's file.
5. Class teachers are required to check absentees online each period for secondary students and twice daily for primary students.
6. The TASS system provides records of daily attendances and reasons.
7. All absentee correspondence received from parents/guardians is noted into TASS, filed into class groups and archived at the end of each term.
8. All student records are retained on the TASS system indefinitely. Hard copies are archived for a minimum of seven years.

### Extended Absences

Under Section 25 of the [Education Act 1990 \(NSW\)](#) it is a requirement that parents/guardians submit applications for approval of leave for the following:

- Extended periods of three to five days – to the relevant Head of Sub School
- Extended periods of more than five days – to the Principal

For

- Holiday leave
- Elite sporting commitment
- Employment within the entertainment industry
- Exceptional circumstances (extended medical, domestic, etc.).

[Application forms](#) are available on the School website and should be completed and submitted to the relevant staff one month prior to the date of requested leave. A Certificate of Exemption will be provided by the School and is required to be carried with the student during the period of leave.

## Policy Administration

This policy will be reviewed periodically, or in the event of any information or incident that indicates the need for a review, or following relevant legislative or organisational change.

Date of Formulation	April 2009
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Date of Last Review	June 2018
Date of Next Review	June 2021
Owner	Noelene Wright
Position	Head of School Operations