



Student Attendance Policy

POLICY

1. The Principal of Lindisfarne Anglican Grammar School maintains an attendance register, in a form approved by the Minister, of the enrolments and daily attendances of all children at the school, which includes information for each student as required by section *B7 Enrolment and attendance* of the *NESA NSW Registered and Accredited Individual Non-government Schools Manual*.
2. The School will monitor the daily attendance and absence of students in the school by maintaining a daily register for each class of students.
3. Student absences from classes or from the School will be identified and recorded in a consistent manner by the staff members responsible as per the Minister's code.
4. Unexplained absences from classes or from the school will be followed up in an appropriate manner with the student and/or their parent/guardian by Student Admin.
5. The School will notify parents/guardians in an appropriate manner when a student has a poor record of school or class attendance.
6. Where unsatisfactory class or school attendance is identified, the attendance issue and any action taken will be recorded, as appropriate, on the student file, and implement intervention strategies to improve unsatisfactory attendance of students. This will in the first instance involve a meeting with the family to determine the barriers to attendance and work on an attendance improvement plan.

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 rolls are completed online through the school administration system (SEQTA) 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 the Student Administration Receptionist.
4. All listings of absentees are recorded into the school administration system (SEQTA). Attendance is monitored and continual poor attendances are followed up by House Tutor teachers for senior school students, and homeroom teachers for junior and middle school students. All correspondence is kept on the student's file.
5. Class teachers are required to take the roll online each period for secondary students and twice daily for primary students.
6. The (SEQTA) system provides records of daily attendance and reasons
7. If a student arrives at school after roll marking, they must report to Student Administration or Reception at Sunshine Avenue and sign in. Lateness is recorded as a partial absence and this will be recorded on SEQTA
8. If a student needs to leave early, this will be recorded on SEQTA and students must be signed out by parent/guardian at Reception and attendance records will be updated accordingly on SEQTA
9. If a student is unwell during the school day they will present to sick bay. Parents/carers will be contacted if required and the attendance records will be updated accordingly

10. All absentee correspondence received from parents/guardians is noted into (SEQTA), filed into class groups and archived at the end of each term.
11. All student records are retained on the SEQTA system indefinitely.

EXTENDED LEAVE

It is a school requirement that parents/guardians submit applications for approval of extended leave.

Families should also consider when arranging holidays outside of school holiday times. Students may miss out on important learning programs that may affect future education. The School cannot accept responsibility for learning that is missed during extended leave taken.

Application forms are available on the School website and must be completed and submitted to the relevant staff one month prior to the date of requested leave. If approved a Certificate of Extended Leave will be provided by the School and is required to be carried with the student during the period of leave.

Applications for extended leave :

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

Please note that the submission of a student's Application for Extended Leave does not mean the leave will be approved, with any decision being at the discretion of the School Principal. Parents need to be aware of the "Attendance" requirements of the School Education Act 1999, particularly Section 23.

EXEMPTION FROM ATTENDANCE

Under Section 25 of the Education Act 1990 (NSW) parents of a student of compulsory school age can seek an exemption from attendance at school or an exemption from enrolment, the Principal will process the parent's application.

Students may be granted exemptions from attendance due to the following:

Extended illness or medical conditions

Exceptional family circumstances

Elite sporting or artistic commitments

Direction under the Public Health Act

All applications should be completed using the Application form available on the School website and including any supporting documentation and submitted to the Principal 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.


All exemptions must be formally approved by the Principal and comply with NSW regulations.

Under Section 25 of the Education Act 1990 (NSW) 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.

The school will retain copies of all documentation relating to the exemption in the student's file until the student reaches the age of 25, or for 7 years, whichever is greater.

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.

STU002 Student Attendance Policy	
Policy Version	Version 5
Date of Formulation	April 2009
Date of Last Review	January 2026
Date of Next Review	January 2029
Owner	Stuart Marquardt
Position	Principal
Approved by the Principal	

Appendix 1

SCHOOL ATTENDANCE REGISTER CODES

The symbol 'X' is to be used for the first and last day that the student attended for each term.

Schools must use the following symbols to record an absence or variation in attendance, in addition to the appropriate attendance register code shown on the following pages.

a	The student was absent for the whole day.
Pa	The student was late or was absent for part of the day. The time of arrival or departure must be recorded.

Attendance Register Codes – Explanation of student absence

The following attendance register codes are to be used to record the explanation of student absence and are counted for statistical purposes.

A	<p>The student's absence is unexplained or unjustified. This symbol must be used if no explanation has been provided by parents within seven days of the occurrence of an absence or the explanation is not accepted by the Principal. It is at the Principal's discretion to accept or not accept the explanation provided</p> <p>NOTE: To be also used if the Principal does not accept that an absence (e.g. for extended leave/travel during school term) is in the student's best interests and that the reason is justified.</p>
S	<p>The student's absence is due to sickness or as the result of a medical or paramedical appointment. In these cases:</p> <ul style="list-style-type: none"> • a medical certificate is provided or • the absence was due to sickness and the principal accepts this explanation. <p>The Principal or delegate may request a medical certificate in addition to explanations if the explanation is</p>

	doubted, or the student has a history of unsatisfactory attendance.
L	<p>An explanation of the absence is provided which has been accepted by the Principal. This may be due to:</p> <ul style="list-style-type: none"> • misadventure or unforeseen event • participation in special events not related to the school • domestic necessity such as serious illness of an immediate family member • attendance at funerals • travel in Australia and overseas • recognised religious festivals or ceremonial occasions. <p>Note: that this code is to be used if the reason for the absence (e.g. extended leave/travel) is accepted by the Principal. The Principal may consider an Application for Extended Leave/Travel from parents, and provide a Certificate for Extended Leave/Travel, if approved.</p>
E	The student was suspended from school

Attendance Register Codes – Variation in attendance

Only the following attendance register codes must be used to record a variation in attendance – they are not counted as an absence for statistical purposes. In addition to recording the reason for a variation in attendance, the duration of the variation must be recorded.

M	The student was exempted from attending school and a Certificate of Exemption has been issued by a delegated officer.
F	<p>The student is participating in a flexible timetable and not present because they are not required to be at school. This could include participation in:</p> <ul style="list-style-type: none"> • HSC Pathways Program, Best Start Assessments, Trial or HSC examinations, VET courses <p>Note: The "F" code is no longer only for senior students participating in a flexible timetable. The code should also be used in independent schools for students attending external tutorial centres and other programs that are school authorised.</p>
B	<p>The student is absent from the school on official school business. This symbol is recorded where the principal approves the student leaving the school site to undertake, for example:</p> <ul style="list-style-type: none"> • work experience, school sport (representative events), school excursions, student exchange <p>Note: The 'B' code is used for sport when the student has been selected to represent the school at an event. If the student is participating at an elite level (state or national squads), consideration may be given to an Exemption from Attendance (Elite Sports/Arts).</p>
H	<p>The student is enrolled in a school and is required or approved to be attending an alternative educational setting on a sessional or full time basis. The symbol is recorded where a student accesses education settings separate to their mainstream school such as:</p> <ul style="list-style-type: none"> • tutorial centre and programs, behaviour schools, juvenile justice, hospital schools distance education. <p>Note: In most cases this code will only be used by government schools, with the exception of students from non-government schools attending hospital schools The "F" code, not the "H" code is to be used by independent schools for students attending external tutorial centres and programs that are school authorised.</p>