



# Student Attendance Policy

The NSW Registration Manual requires:

- (3.8) the Headmaster to keep a register, in a form approved by the Minister, of the enrolments and daily attendances of all children at the School;
- (3.6.2) that a registered non-government school must provide a safe and supportive environment by:
  - having in place policies and procedures that provide for student welfare; and
  - maintaining a student enrolment and attendance register.

The School keeps a register of the daily attendance of all students at the School on Edumate.

The register of daily attendance records the following information for each student:

- daily attendance;
- absences;
- reason for absence; and
- documentation to substantiate reason for absence.

## Monitoring Daily Attendance

The School has implemented the following systems and procedures in order to monitor the daily attendance of students and identify absences from the School:

- Parents are responsible for ensuring that they notify the School to explain the absence of their child on any particular school day. Notification may be provided via email or by telephoning the School, and should be made before the start of the school day.
- Class teachers take the class roll promptly at the start of the school day (before 9:30am) and Secondary teachers need to mark the class roll at the beginning of every period.
- All absences are recorded using Edumate. At the end of the school day, Edumate will automatically send out an email to parents requesting they explain the absence on the Parent Portal. This is cross checked against the absentee notifications that have been provided to the School that day.
- The Administration Officer records the late arrivals and early departures by way of sign in and out registers at Reception. This information is transferred to the attendance data base.



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- The procedures are explained to the students at the beginning of each school year and when new students join the class.

Orange Anglican Grammar School has processes in place for monitoring student attendance data. Reports of student attendance can be found on Edumate.

## Following Up Unexplained Student Absences

The School has implemented the following systems and procedures in order to follow up unexplained absences from school:

- Where an absence has not been explained by 3pm an email is sent to the student's parents/guardians notifying them of the absence and requesting them to immediately report the explanation on the Parent Portal.
- Where the absence remains unexplained and has been absent for three consecutive days the class teacher (Primary) or the tutor teacher (Secondary) will call the parents/guardians for investigation and follow up. This phone call will be recorded on the student's file on Edumate. This is because continued absence can be detrimental to their progress and development or similarly patterns of lateness, which is detrimental to their progress.
- Where parents/guardians repeatedly fail to inform the School of absences Edumate will automatically email them directly seeking an explanation and to remind them of their obligation to report absences.
- For students in Senior Secondary School a medical certificate is required to be handed in to the Administration office when they return to school. This medical certificate needs to cover the entire duration of their time away from school.
- After three days Edumate will automatically send out an email to parents saying that their child has been absent from school for three days.
- Teachers are then required to notify the Deputy Headmaster if a student has been absent for more than three days. This absence is then followed up by the Deputy and information regarding these phone calls/meetings are recorded on the student's file on Edumate. The conversations with the parents/guardians and the Deputy Headmaster will be seeking remediation of the problem, planning to assist the student to have improved attendance and strategies to assist students' development and progress.



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- All information in relation to unsatisfactory attendance is recorded on students' files and information with respect to attendance is provided in each student's School Report.

## Unsatisfactory Attendance Intervention Strategies

The School has implemented the following strategies in order to improve unsatisfactory attendance and student engagement in school and learning:

- The School encourages parents/guardians to understand their obligations to ensure their child attends [school], and to not condone absences for unauthorised reasons such as birthdays, shopping and other leisure activities.
- Regular meetings are conducted between the [Principal], Deputy [Principal] and senior staff as appropriate to coordinate responses to student absences.
- Students with persistently low attendance will be monitored and personalised strategies will be considered to increase their attendance and/or engage them in continuing education programs. For students requiring more intensive support, one-on-one meetings and alternative arrangements may be organised in consultation with parents/guardians.
- When frequent absences are explained as being due to illness, the School will request medical certificates for the absences and will consult with parents/guardians regarding the health care needs of the student.
- All required reports will be made to the Community Services Child Protection Helpline, and/or contact will be made with the Child Wellbeing Unit if there are safety, welfare or wellbeing concerns in relation to student attendance.

## Records of the Register of Daily Attendance

Attendance reports are always stored on Edumate and necessary follow up regarding absences will be recorded on the individual student's file.