



Train up a child in the way he should go:
and when he is old,
he will not depart from it.
Proverbs 22:6

POLICIES AND PROCEDURES FOR ATTENDANCE AT SHERWOOD HILLS CHRISTIAN SCHOOL

"The School's policies which are made from time to time are made pursuant to the requirements set out in section 47 of the Education Act and of the National Education Standards Authority (NESA) for registration for the school."

Rationale:

In NSW, students must attend school regularly. This means all children between the ages of six and seventeen are legally required to attend school.

It is the intent of Sherwood Hills Christian School to ensure that each child attends school each day of the school year. Sherwood Hills Christian School will endeavour to keep parents informed of any unexplained absences, and will seek to receive written notification of each absence.

School attendance is compulsory for all school aged children, and therefore we will hold to the regulations of the NESA regarding school attendance.

It is possible that frequent absences could jeopardise a student's position in a particular course and Austudy or Youth Allowance payment.

For this reason, it is recommended that students obtain a doctor's certificate for extended absences of more than two days, or a series of frequent shorter absences, due to illness. Unfortunately, poor attendance, even though genuine reasons, may mean non-completion of a course.

The headmaster of Sherwood Hills Christian School maintains a 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 3.8 of the NSW Education Standards Authority (NESA) Registered and Accredited Individual Non-Government Schools (NSW) Manual.

Where the parents of a student of compulsory school age seeks an exemption from attendance at school or an exemption from enrolment, the headmaster will process the parent's application in accordance with the guidelines from the NSW Department of Education.

The headmaster 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.

As at Term 1, 2019, the school has implemented the use of an administration program called SchoolPro that records daily student attendance effectively and accurately. Information for student attendance, absences and sign in/out records are now inputted into SchoolPro on a daily basis. Please find below the procedure utilising this new program.



PROCEDURE:

Daily on Arrival-before 8.45am

1. **Kindergarten-** The Kindergarten Teacher marks the attendance roll in SchoolPro once the students are in class.
2. **Primary-** The Full-time Teachers Aides/Floor Manager marks off the Primary Student Attendance List as the students arrive at school and record any absences in SchoolPro.
3. **High School-** The High School teacher rostered on morning duty will mark off the High School Student Attendance list as the students arrive at school until 8.45am. The list is then given to the High School Teachers Aide to cross check with late arrivals and update SchoolPro of any absences.

Any recorded absences from each department will be viewed by the Front Office in the SchoolPro program by 9:30am.

Any parent/guardian/carer that has not notified the school of the student's absence by 9.30am will be contacted by the front office assistant via SMS and will update SchoolPro of any changes to the student's attendance or absence reason before 10:00am.

Late Arrival - after 8.45am, before 9am

1. **Kindergarten** - Students who arrive late must sign-in at the front office.
2. **Primary** - Students who arrive late must present themselves to Mr. Thomas and sign in on the sign in sheet. The sign-in sheet is located on the table in the computer area. The sign-in sheets must be kept as a matter of record.
3. **High School** - Students who arrive late must present themselves to Mrs. Carrick and sign in on the sign-in sheet. The sign in sheet is located on the table outside the staff room. The sign-in sheet must be kept as a matter of record.

Any students who arrive after 9:00am, must sign-in at the front office. The front office will update SchoolPro of the student's time of arrival in the program which can be viewed by any staff member at any time of the day.

Early Departure - before 3.15pm

Students who leave before 3.15pm must present themselves to the Front office with Parent/Guardian permission, to sign themselves out of school. Once the Front office has received written or verbal confirmation from Parent/Guardian, the student then may sign themselves out. The written slip must be signed by the office staff member *before* they leave the school premises and must be kept by the student and/or parent for their personal records.

The front office will update SchoolPro of every student's early departure and will inform relevant staff members.

Please note: Parent(s) and/or guardian(s) with a child/ren in Primary or ABC are required to come to the Front office in person to sign for their child/ren when leaving before 3:15pm.

Each classroom teacher is responsible for maintaining their department's class roll each day in accordance with NESAs regulation written in the front cover of the class roll for 2019. At the end of the school year, the school will re-evaluate whether or not to maintain the physical class roll and completely replace it with the use of the SchoolPro program.



The following information must be maintained in each class:

1. daily attendance, which may be recorded by noting daily absences
2. absences
3. reason for absence
4. documentation to substantiate reason for absence (including evidence of medical appointments)

ABSENTEES

Kindergarten- the Kindergarten teacher is responsible for identifying any absent students and ensuring that appropriate notification of that absence is obtained from their parent(s) and/or guardian(s).

Primary- The full time Teachers Aide/Floor Manager is responsible for identifying any absent students and the Head of the Primary Department is responsible for ensuring that appropriate notification of that absence is obtained from their parent(s) and/or guardian(s).

High School- the High School Teacher's Aide is responsible for identifying any absent students and ensuring that appropriate notification of that absence is obtained from their parent(s) and/or guardian(s).

Parent/Guardians are required to notify the school verbally or with written consent prior to 9:30am on the day of absence. After 9:30am, an automated SMS is sent to the Household Representative notifying the Parent/Guardian of the student's absence and requesting notification/explanation.

If verbal or written notification is not received on the absent day, the parent/guardian must provide written notification the following day the child is present.

Once written notification is obtained, the note is placed in the absentee file to be kept for a period of one (1) year. The notification needs to be in writing and a copy of the notification is to be placed in the particular student's file.

If written notification is NOT obtained, the student's absence will be recorded as an 'Unexplained/unjustified leave' and will affect the student's attendance record.

Parent(s) and/or guardian(s) of any students who have poor attendance or continual late arrival to school will be notified by the following departments:

Kindergarten: Classroom teacher

Primary: The Head of the Primary department

High School: The Year 9 Academic Advisor, this is for all High School years.

Students may not leave school grounds before 3:15pm without signed written consent or verbal instruction, to the school office, from their parent(s) and/or guardian(s). All such instances must be recorded by the classroom teacher.

The sheets from the Sign In and Sign Out Sheets must be kept for a period of one year.

Updated as at: 6/06/2019 11:17 AM



Extended Leave Application

If a student is to be absent for 5 or more days due to family travel, then the family must fill out and hand in a "Application for Extended Leave-Travel" form. This form is to be handed in to the Headmaster and signed by him. The original is given back to the family and a copy is placed in the student's file by the office assistant.

Unsatisfactory Attendance:

If a child has accumulated 10 days or more throughout the year in unexplained absences despite repeated attempts from supervisors and teachers to acquire relevant documentation that substantiates their absence, and where the destination of a student below 17 years of age is unknown, the school Headmaster will send a letter to his/her last registered home address and a copy will be filed in the student's file.

The following letters are to be sent to the family in this particular order:

1. Secretary's Compulsory Schooling Conference
2. Further Action Letter
3. Court Ordered Conference.

If no response is received then the school Headmaster/Assistant Administrator will notify the local Home-School liaison officer from the Department of Education and Training notifying the officer of the name, age and last known address of the student whose attendance has been unsatisfactory. Once the matter is with the liaison officer the school bears no responsibility.

Data on absences where a student is absent for 30 days, the Headmaster should access the mandatory reporters section of the Keep Them Safe website www.keepthemsafe.nsw.gov.au to determine whether a report is required.

Attendance Paperwork

All paperwork relating to attendance matters are to be filed in the student's file by the office assistant.

Registers:

1. Register of Enrolments:

The register of enrolments, maintained by the headmaster, 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
- for students older than six (6) years, previous school or pre-enrolment situation
- 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, also available in the Letters and Forms section of this webpage, customised with school letterhead and emailed to 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 before archiving.

2. Register of daily attendance

The register of daily attendance, maintained by each of the departments, must include the following information for each student:

- daily attendance, using the common code approved by the minister (available in the resource section of this webpage), which may be recorded by noting daily absences
- absences
- reason for absence
- documentation to substantiate reason for absence

The register of daily attendance must be retained for a period of seven (7) years after the last entry was made.

Policy Updates

The school Headmaster is responsible for the updating of this policy document.