



St Ives North Public School Attendance Policy

Context

All students who are enrolled at school, regardless of their age, are expected to attend that school whenever instruction is provided.

Section 24 of the Act requires principals to maintain an attendance register (roll) in a form approved by the Minister. Attendance registers must be available for inspection during school hours by a Board Inspector or by any authorised person.

Regular attendance at school is essential to assist students to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students.

The principal of a school must keep a register, in a form approved by the Minister, of the enrolments and daily attendances of all children at the school.

The attendance registers must be in a form approved by the Minister for Education. The system may provide specific advice to its schools on the application of the common codes.

The Minister under Section 25 of the Education Act has delegated the power to the principal of a school to grant and cancel a certificate of exemption from being enrolled and attending school in certain prescribed circumstances. Schools are to maintain documentary evidence in regard to the exercising of this delegation.

Evidence of compliance

Documentation or evidence to be maintained by St Ives North Public School includes:

- a register of enrolments that includes: name, age and address, the name and contact telephone number of parent(s)/guardian(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 a DEC officer with home school liaison responsibilities has been notified, any other information as required by the DEC
- a register of daily attendance that uses the attendance codes approved by the Minister and includes: daily attendance and absences, reasons for absence, documentation to substantiate reason for absence
- policies and procedures for: monitoring the daily attendance/absence of students, following up unexplained absences, notifying parent(s) and or guardian(s) of poor school and/or class attendance, transferring unsatisfactory attendance information to student files

- policies and procedures for exercising the Minister’s delegation under Section 25 of the Education Act for exemption from attending school
- records of exercising Minister’s delegation under Section 25 of the Education Act, including copies of certificates issued under this delegation.

St Ives North: Responsibilities

Parents - All parents at St Ives North are informed of the Attendance Policy on enrolment and throughout the year via the School newsletter.

It is the duty of the parent of a child of compulsory school-age to ensure their children are:

- enrolled at, and attend St Ives North Public School
- provide the Home Schooling Certificate issued by BOSTES if the parent enrolls through BOSTES for home schooling and wishes to remove their child from St Ives North.
- to explain the absences of their children from school promptly and within seven days to the school. An explanation for absence must be provided to the school within 7 days of the first day of any period of absence.
- signed in through the main office if their child is late arriving at school
- signed out of school through the main office if the child will be leaving early
- inform the School via the classroom teacher, Principal, or Front office if their child/ren will be leaving the school and the destination of their next educational placement (e.g. the school they will attend)

Parents seeking exemptions

Parents are informed of the right to an exemption from school and how they can apply for this, annually, through the school newsletter and as part of their information package.

Parents contact the front office or download the exemption form from the school’s website

Parents submit the exemption claim to the front office of the school one month before the students will be absent from school if exemption is being sought. The School is aware that in some family emergencies the one month period may need to be waived.

The principal reads all exemptions and makes a decision based on the reasons provided.

The decision is forwarded back to the office. A copy of the decision is provided to the teacher/s and the parent with instructions as to what code will be used to mark the child’s impending absence.

Procedures

The Principal - The principal will:

- provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.
- ensure the school has effective measures in place to monitor and follow up student absences
- ensure that attendance records are maintained in an approved format and are an accurate record of the attendance of students
- ensure that school staff are provided with information on attendance requirements and their obligation to monitor and promote regular attendance at school.
- Nominate an office staff member/s to serve as the School Enrolment Registrar and therefore maintain all registrations and details of students who have left the school.

If any matter relating to school attendance arises where safety, welfare or wellbeing concerns arise for a student, the principal will refer to the Protecting and Supporting Children and Young People Policy and complete all required reports to the Community Services Child Protection Helpline or contact made with the Child Wellbeing Unit (as required by the Mandatory Reporter Guide).

The Principal has the authority to:

- grant sick leave to students whose absences are satisfactorily explained as being due to illness
- accept other explanations for absence and record the absence as "L"
- decline to accept an explanation for absence and record the absence as unjustified
- grant an exemption from school attendance for periods totalling up to 100 days in a 12 month period for any one student provided certain conditions are met (See the Exemption from School - Procedures).
- grant part-day exemptions from school for periods totalling up to 100 days in a twelve month period (See the Exemption from School - Procedures).
- grant exemption from enrolment for students who have completed year 9 and have the required approval to complete their education in special circumstances through an apprenticeship or traineeship (See the Exemption from School - Procedures).

Deputy Principal will:

- ensure that for students with attendance concerns, the learning and support needs of those students are addressed in consultation with parents and the class room teacher
- ensure that when frequent absences are explained as being due to illness that:
 - consultation occurs with parents and the class teacher regarding the health care needs of the student
 - medical certificates are sought for the absences

- where there are ongoing concerns, approval is sought from parents to contact the student's doctor so the school has all relevant information regarding the student's health care needs
- strategies are developed to ensure regular attendance at school.

Classroom Teachers

- All staff are trained in the correct method for completing a roll and provided with the current Minister's Codes for marking attendance.
- Teachers will provide their rolls to their supervisors who will check that rolls have been set up correctly at the commencement of Term 1.
- Teachers will send their rolls to their supervisors at the end of each term to confirm the roll is being marked in accordance with the Minister's Code.
- Teachers will mark the class roll each morning and sign the bottom of the roll if using a paper roll
- Late students must obtain a late slip from the office before entering the classroom. All students who are late to school or who leave early need to be signed in and out by a parent or caregiver. Teachers will keep all late slips in an envelope or folder at the back of the roll
- Office staff will provide an absence slip to teachers via their pigeon holes if parents ring, email or personally inform the office of their child's absence.
- Teachers collect absence notes from parent/ child as soon as the child returns to school and file appropriately.
- Any child who is absent for more than 2 days will be followed up by the teacher via email, in person or by phone.
- If the teacher does not obtain a satisfactory response this is escalated to the grade supervisor.
- Should the grade supervisor not obtain a suitable explanation this is escalated to the Deputy Principal and if required to the Home School Liaison Officers.
- The Deputy Principal, Learning Support team Coordinator and on occasions the School Counsellor will work with parents to ensure regular attendance and put strategies in place to support the child and the family.
- Teachers will provide details to the Principal and/or the Enrolment Registrar of any student who will be leaving the school including their destination.

Exemption from School procedures from DEC are followed by the staff at St Ives North.

Appendixes

[Exemption from school policy](#)

[School Attendance Codes](#)

[Exemption FAQs](#)

[Absentee proformas to parents](#)