

## STUDENT ATTENDANCE POLICY

*The Currajong School takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures, and practices meet all **Child Safe Standards as specified in Ministerial Order No. 1359 (2022)***

### REPORTING AND RECORDING STUDENT ATTENDANCE

#### Parent/Carer responsibilities:

Parents/Carers are required to ensure that their child attends school and to provide an explanation for their child's absence from school, and the Principal will record in writing the reason (if any) given by the parent. The Principal must be able to determine from the records if the excuse given was reasonable in terms of the parent meeting their legal obligations.

Parents/Carers should inform the school of the reason for their child's absence so that the school can:

- determine if the child's absence needs to be excused by the Principal, in line with school policy and these guidelines
- determine the appropriate follow up to ensure the child's education and wellbeing is supported
- record if the parent/carer has a reasonable excuse for not meeting their obligation to ensure their child attends school each day
- advise parents/carers of unexplained absences, as soon as practicable on the same day of the absence, including for post-compulsory aged students.

Where possible, parents/carers should inform the school in advance of upcoming absences.

#### School responsibilities:

The Currajong School staff will record student attendance twice per day at on Sentral our school management system, indicating the reason given for each absence. This is necessary to:

- meet legislative requirements
- discharge The Currajong Schools' duty of care for all students
- assist calculation of the school's funding
- enable the school to report on student attendance annually

The Principal will ensure at all times that the system for recording student attendance meets requirements.

Accurate and comprehensive student attendance records, including the reasons for any absences, allows our staff to monitor the effectiveness of attendance improvement strategies and measure achievement against attendance targets. It also provides evidence for any further enforcement proceedings including issue of an Infringement Notice (and any appeal), and court proceedings if it appears a parent/carer may not have met their legal obligations to ensure their child attends school.

As required, the Principal will report the annual rates of student attendance for the year to the school community at least once a year and also report information about student enrolment and attendance for funding requirements.

The Currajong School will work with families and external psychologists to support a student's regular school attendance.

#### Principal responsibilities:

The Principal will determine if the excuse provided for an absence is reasonable for the purposes of the parent meeting their responsibilities under the *Education and Training Reform Act 2006*. The Principal will use their discretion in making this decision.

The Principal or nominee will record:

- student attendance twice per day at primary level. This will be recorded on Sentral
- the excuse given for an absence and whether this is reasonable in accordance with the *Education and Training Reform Act 2006*
- an absence as unexplained if no excuse has been given and change the attendance record once an excuse is provided or established
- a student is present for a half day when the student has attended at least two hours of instruction.

To meet duty of care responsibilities, the school attendance records will indicate whether the student was physically present in a classroom, or not present but attending a school-approved activity. In the latter situation, the teacher or staff member in charge of the activity will record attendance and ensure parents/carers are notified of any absences in the same manner as for regular absences from school.

All students enrolled at our school are required to have their attendance recorded, even if they only attend the school premises part time. Attendance for the times the student is not expected to attend should be recorded so that it does not count towards the absences for the school.

The attendance of students at curriculum programs outside school premises needs to be recorded by the provider and reported back and recorded by the school. Our

staff will manage absences in conjunction with the provider of re-engagement programs or approved education provider.

### **MONITORING ATTENDANCE**

In addition to accurately and consistently recording student attendance and absence, the Principal will ensure school attendance data is regularly monitored and analysed to identify student absence patterns on a school, class and individual basis.

This will enable early identification of students at risk of poor attendance and possible disengagement from school. Once identified as being at risk of poor attendance the Principal will notify the student's parents/guardians of unsatisfactory attendance and the students will be provided with timely targeted support to improve attendance or address underlying issues.

Student attendance is clearly visible to all staff on the Sentral school management system. It can be seen on a colour coded chart in the students' individual profile, or by looking at a whole class report.

When the school is notified of changes to parents/guardians contact details the Sentral school management system will be updated to ensure current contact details of parents/guardians are maintained.

Every student's attendance is recorded on the end of semester reports so it is visible to families and can be monitored at a family level.

### **EXEMPTIONS FROM ATTENDANCE**

Where a student:

- has reached 6 years but has not started school and will be enrolled in a second year of kindergarten; or
- has not reached 17 years but will leave school; or
- is absent from school due to employment in the entertainment industry and certain conditions are met, an exemption from attendance can be sought.

An exemption is not required for these absences, but if there is no exemption the student's absences will count towards the school's absences for reporting purposes. For example, a student with an exemption from attendance for one day per week, who attends the four days per week they are expected to attend, would have 100 per cent attendance, whereas if no exemption was in place the student would have 80 per cent attendance. The Principal will advise parents/carers when an exemption from attendance is required and support parents to apply for the exemption.

## EVALUATION

This policy will be reviewed as per our three-year review cycle or more often if necessary due to changes in regulations or circumstances.

Approval date:	Approved by:	Next review:
October 2022	School Board	October 2025



The Currajong School acknowledges the traditional owners of this country throughout Australia and their continuing connection to land and community. We pay our respects to them and their cultures and to the Elders past, present and emerging.