

# **ST EUPHEMIA COLLEGE**

**7-12**



**ATTENDANCE PROCEDURES**

**2014**

## **PROCEDURES**

The most effective means of implementing and maintaining regular school attendance includes sound attendance monitoring practices and regular follow-up of unexplained absences by promptly contacting parents and caregivers.

At the start of the School year, students at St Euphemia College High School are issued with a student photo identification card, which they are required to keep with them at all times. New students receive an identification card upon enrolment.



Roll Call is conducted at the beginning of the day in allocated Roll Call rooms which are organised in year groups.

Roll Call is carried out electronically using a barcode scanner to scan the student cards. As students' identification numbers are scanned, they are automatically entered into the ChronARCH database system.

Daily absentee and attendance lists are generated and made available to all staff over the network using the ChronARCH system. Any changes to the list during the day are instantly updated. It is the responsibility of each teacher to view and download a copy for maintenance of their own class rolls.

Students who are late to School must report to the Front Office on arrival. They will be scanned and a computer generated late slip will be issued. Students must present their late slip to their classroom teacher.

Before the end of first period, if circumstances permit, the Attendance Assistant will check the absentee list by going to all classes to confirm the absences.

Letters to parents and caregivers are issued at the beginning of the year to inform them of the procedures to be followed when their child is absent. (See [Appendix 1](#))

Once the absentee list has been checked, the Attendance Assistant contacts parents and caregivers in relation to student absences. Telephone contact with parents and caregivers involves:

- informing a parent and caregiver that their child is absent from School
- determining whether the parent or caregiver is aware of the absence. If parent or caregiver is unaware of the absence, the matter is investigated as possible truancy
- recording reasons given by parents or caregivers for absences. A written record of the reason should be made and entered into ChronARCH.

Explanations provided by parents and caregivers by telephone may be accepted as reasons for absences and temporarily entered onto the Daily Absence sheet. Subsequently, these entries are verified e.g. S, A etc., through normal attendance procedure.

## ***CLASS ATTENDANCE***

All staff are required to keep their class attendance up to date by taking class rolls for **every lesson**.

## ***ABSENCES***

When a student is absent from School, parents and caregivers are asked to contact the School by telephone or email to inform the School of the absence.

Students who are absent from School must provide a signed letter from their parent or caregiver explaining the reason for the absence. The absence will be coded (see Appendix 3) using the Mandatory roll marking symbols and codes.

Occasionally, requests are made by parents and caregivers for students to be absent for very long periods, e.g. to accompany parents or caregivers on an overseas trip. Parents or caregivers are asked to submit an application for leave with the Principal. If the proposed leave extends beyond 15 days, an Application for Exemption from Attendance needs to be submitted to the Principal (Appendix 4) Approval for extended leave can only be authorised by the Principal.

When students are absent from School, work will be provided to be completed.

Parents and Caregivers should refer to the St Euphemia High School Diary for information regarding attendance requirements.

## ***LATE TO SCHOOL***

Students who are late to School must report to the Front Office on arrival. Student cards will be scanned and a computer generated late slip will be issued. Once classes have begun, students are required to show the late slip to their classroom teacher.

If a student is late to School there must be a note accompanying them with a valid reason for the lateness.

Whenever a student is late to School without a valid reason they will incur a demerit. Five late to School demerits will lead to after School detention.

Once a fortnight, the Attendance Assistant will generate statistical information regarding student lateness. Persistently late students will be referred to the Year Coordinator or Principal, who will contact parents and caregivers. Students who arrive late to school without an acceptable reason will be excluded from that period. They will be required to continue with any schoolwork they have with them in the Front Office. Saturday detention may also be given for persistent lateness.

## ***PARTIAL ABSENCES***

Where students need to leave School for part of the day, such as for an appointment, a note must be presented to the Attendance Assistant at the start of the day. The student must report to the Front Office at a prearranged time where they will be picked up and signed out by a parent or caregiver

The student will be issued with an electronic leave pass. This pass will contain a photo ID of the student and the reason for the leave. This pass may be required by authorities from outside the School. It is only valid for the day of issue.

Senior students participating in flexible timetables on particular days are required to report to the Front Office on arrival to School to sign in. Similarly, senior students approved to leave school early must sign out.

## ***TRUANCY***

If a student is absent from School without parental permission he or she are truanting. The consequence for truanting from School is suspension at home for two days or in School suspension at the discretion of the Principal.

If an external authority notifies the School that a student has been identified as being out of School without a valid electronic leave pass, the School will investigate the matter. If truancy is confirmed, the student's parents or caregivers will be informed and the student will be suspended for two days.

It is College policy to conduct random attendance scans throughout the day.

## ***FOLLOWING UP OF UNACCEPTABLE ABSENCES***

Students receive letters for any unexplained absence (see [Appendix 2](#)). Unexplained absence letters are issued to students at the beginning of each week with reminders to bring in a note validating the absence. When no note is received a parent or caregiver will be contacted by phone.

Resolution of attendance difficulties may require a range of additional School based strategies including:

- student interviews
- parent or caregiver interviews
- referral to the School Counsellor or outside agencies
- letters being sent home indicating that course requirements are not being met due to numerous absences
- referral to HSLO (Home School Liaison Officer).

## ***REGULAR BACKUP OF ATTENDANCE DATA***

The School is legally responsible for ensuring that attendance records are maintained in an approved format and are an accurate record of student attendance. Furthermore, the School must retain attendance records for seven years. Attendance data is regularly backed on the local network, and a daily copy of the data is taken off the School premises.

## ***RETRIEVAL OF ATTENDANCE INFORMATION***

Attendance and enrolment data must be kept secure and measures have been taken to prevent unauthorised access to data. However, there are instances where attendance historical data must be made available on request from:

- parents and caregivers
- the Principal
- Year Coordinator
- Attendance Assistant
- legal agencies.

The information provided by historical data include:

- dates
- codes (see Appendix 3)
- comments.

### ***EXEMPTION FROM ATTENDANCE AT SCHOOL***

Section 25 of the Education Act (1990) gives the Minister specific powers related to certificates of exemption to the parents of children of compulsory school age from the requirements that they be enrolled at and attend a government school (or registered non-government school or be registered for and receive home schooling).

In addition, the Director-General is delegated the power to exercise all the Minister's power under Section 25 without limitation.

The Principal may grant an exemption from school attendance for periods totaling up to 100 days in a 12 month period for any one student. (Appendix 4)

The Principal will follow procedures as contained in Appendix 5 when granting exemptions from attendance at School.

Parents and caregivers are encouraged to not withdraw their children from the School for family holidays. Occasionally it may be necessary for students to accompany their parents or caregivers on family holidays during the school term. Special leave may be granted only if a written request is presented to the Principal/Delegated Authority in advance.

Specific forms for exemption from attendance at School are contained in the DEC Exemption from Schools - Procedures. For the purpose of our School, the exemption for attending at School due to long term travel is included in Appendix 4.

### ***CEASE ENROLLMENT***

If the child leaves St Euphemia College to attend another School, a post destination must be entered in the Primary Enrolment Register, which is kept at the School Office.

Where the destination of a student below seventeen (17) years of age is unknown, evidence that a Department of Education and Communities officer with home school liaison responsibilities has been notified of the student's full name, date of birth, last known address, last date of attendance, parents' names and contact details, an indication of possible destination, other information that may assist officers to locate the student, and any known work health and safety risks associated with contacting the parents or student.

## APPENDIX 1: LETTER TO PARENTS

Greek Orthodox Archdiocese of Australia

### ST. EUPHEMIA COLLEGE

202 Stacey Street, Bankstown, 2200  
Tel: 9796 8240 Fax: 9790 7354



Ιερά Αρχιεπισκοπή Αυστραλίας

### ΚΟΛΛΕΓΙΟ ΑΓΙΑΣ ΕΥΦΗΜΙΑΣ

All correspondence  
P.O. Box 747, Bankstown, 1885

9 February 2014

Dear Parents/Caregivers

The Education Reform Act 1990 requires every student enrolled at school to attend on each day that instruction is provided unless prevented by sickness and other valid reasons. As such parents and caregivers are required to **email** or **ring** the School on the morning of the day that their child will be absent. The School will contact the parents or caregivers of the student's absence if a call is not received before 9:00am.

Students will still be required to bring a note explaining the reason for their absence on the day of their return to School.

Please use the email and phone number below.

Email: [ehantes@steuphemia.nsw.edu.au](mailto:ehantes@steuphemia.nsw.edu.au)

Phone: 9796 8240

Thank you for your cooperation.

Mr Hirakis  
Principal

**APPENDIX 2: SAMPLES OF UNEXPLAINED ABSENCE LETTER TO PARENTS**

**ST EUPHEMIA COLLEGE**

202 Stacey Street, Bankstown, 2200  
Tel: 9796 8240 Fax: 9790 7354



**ΚΟΛΛΕΓΙΟ ΑΓΙΑΣ ΕΥΦΗΜΙΑΣ**

All correspondence  
P.O.Box 747, Bankstown, 1885

**ST EUPHEMIA COLLEGE HIGH SCHOOL  
UNEXPLAINED ABSENCE**

<Date>

Dear Parents/Caregivers

Our records show that your child was absent from School on the date shown below and no satisfactory explanation has been received.

The Education Reform Act 1990 requires that every student enrolled at School to attend on each day that instruction is provided unless prevented by sickness or other good reason.

Please provide an explanation for the unexplained absence below and return the bottom portion to the School as soon as possible. If you wish to discuss this matter, please arrange an appointment through the High School Secretary Ms Kotsidis on 9796 8240.

H Hirakis  
Principal

✂ -----

Student's Name: <Student's Name>

Year: <Year>



\* S T U D E N T N U M B E R \*

Unexplained Date(s): 19/2, 26/2, 27/2

Reason(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent's Signature \_\_\_\_\_

### **APPENDIX 3: SYMBOLS AND CODES TO BE USED IN A MANUAL REGISTER**

The following symbols are to be used on attendance registers (rolls). Additional symbols must not be used.

	<b>Meaning</b>
<b>X</b>	The first and last day that the student attended for each term.
<b>a</b>	The student was absent on that day.
<b>Pa</b>	The student was late or was absent for part of a day. The time of arrival or departure and the reason for the departure must be recorded.

Symbols to be used for explanation of student absence.

Note: The following symbols should be recorded above the **a** or **Pa** symbol as appropriate.

<b>A</b>	The student's absence is unexplained or unjustified. This symbol must be used if no notice has been provided by parents/caregivers within seven days of the occurrence of the absence.
<b>B</b>	The student is absent from the School on official School business. This symbol is recorded where the Principal/Delegated Authority approves the student leaving the School site to undertake..... <ul style="list-style-type: none"> <li>- work experience</li> <li>- school sport (regional or state carnivals)</li> <li>- school excursions.</li> </ul>
<b>E</b>	The student was suspended from school.
<b>F</b>	Year 11 and 12 students participating in flexible timetable not present because they are not required to be at school. Or Student who has completed Year 10 but is below the age of 17 years participating in: <ul style="list-style-type: none"> <li>- approved education or training, or</li> <li>- if the child is one of or above the age of 15 years-paid work or a combination of approved education or training and paid work.</li> </ul>
<b>H</b>	The student is attending two or more education settings for a period of time (shared enrolment). This symbol is recorded where a student accesses a specialist educational setting on a sessional or full time basis in line with the School Policy.  The symbol is recorded where a student accesses education settings separate to their mainstream school such as: <ul style="list-style-type: none"> <li>- tutorial centre or programs</li> <li>- behaviour schools</li> <li>- juvenile justice</li> <li>- hospital schools.</li> </ul>



<b>L</b>	<p>Principals may record up to 15 days in a school year for students of compulsory school age who have provided an explanation of the absence which has been accepted by the Principal. Additional days for students not of compulsory school age may be recorded at the Principal's discretion. This symbol is recorded where a student's absence is due to reasons accepted by the Principal. This may be due to:</p> <ul style="list-style-type: none"> <li>• misadventures or unforeseen event</li> <li>• participation in special events not related to the school</li> <li>• domestic necessity such as serious illness of an immediate family member</li> <li>• attendance at funerals</li> <li>• recognised religious festivals or ceremonial occasions</li> </ul>
<b>M</b>	<p>The student was exempted from attending school. See Guidelines for Exemption from Attendance at School on AIS website.</p>
<b>S</b>	<p>The student's absence is due to sickness or as the result of a medical appointment. In these cases:</p> <ul style="list-style-type: none"> <li>• a medical certificate is provided or</li> <li>• the absence was due to sickness and the Principal accepts this explanation as reasonable. The Principal may request a medical certificate in addition to an explanation if the explanation is doubted or the duration of the absence is more than four days.</li> </ul>

Sample of student's attendance record.



### Student Attendance History

<Date Report Generated>

Student's Name: <Student's Name>

Year: <Year>

Date	Code	Reason
30/01/2014	X	
31/01/2014		
3/02/2014		
4/02/2014	S	Sick
5/02/2014 9:15:15 AM	Pa	Slept In
6/02/2014 9:11:21 AM	Pa	Traffic
7/02/2014		
10/02/2014		
11/02/2014		
11/02/2014 1:14:51 PM	F	Left, Senior Study Leave
12/02/2014 10:30:30 AM	F	Arrived, Senior Study Leave
13/02/2014 9:00:48 AM	Pa	Bus Late
14/02/2014 9:11:53 AM	Pa	Slept In
17/02/2014	S	Sick
18/02/2014 8:58:30 AM	Pa	missed bus
18/02/2014 12:49:19 PM	F	Left, Senior Study Leave
19/02/2014 9:05:51 AM	Pa	Traffic
19/02/2014 2:20:55 PM	F	Left, Senior Study Leave
20/02/2014 10:56:51 AM	Pa	Slept In
21/02/2014 8:43:30 AM	Pa	Traffic
24/02/2014 8:47:41 AM	Pa	Slept In
25/02/2014 8:53:21 AM	Pa	Traffic
25/02/2014 12:56:02 PM	F	Left, Senior Study Leave
26/02/2014	S	Sick
27/02/2014		
28/02/2014 8:52:02 AM	Pa	Slept In
3/03/2014 9:42:31 AM	Pa	Slept In
4/03/2014 9:10:03 AM	Pa	Slept In
4/03/2014 12:50:58 PM	F	Left, Senior Study Leave
5/03/2014	A	

**Code**

A	Unexplained Absence	S	Sick
E	Excluded/Suspension	F	Study Leave
X	First/Last Day the Student Attended for Each Term		
B	Excursion/Sport/Work Experience/Work Placemen		
L	Leave		
M	Exempted from School		
Pa	Partial Absence		

**APPENDIX 4: APPLICATION FOR EXEMPTION FROM ATTENDANCE AT SCHOOL**

**Application for Exemption from Attendance at School**

**Student Details**

Family name: \_\_\_\_\_ Given name(s): \_\_\_\_\_

Age: \_\_\_\_\_ Date of birth: \_\_\_\_ (dd) / \_\_\_\_ (mm) / \_\_\_\_ (year)

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Date of exemption applied for: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Number of school days: \_\_\_\_\_

**Reason for application for exemption:**

Please tick:

Exceptional domestic circumstances (family holidays during school term)	<input type="checkbox"/>
Other Exceptional Circumstance (such as health of a student where sick leave is not appropriate)	<input type="checkbox"/>
Direction under Section 42D of the <i>Public Health Act 1991</i> (outbreak of a vaccine preventable disease)	<input type="checkbox"/>
Employment in entertainment industry/participation in elite sporting event for short periods of time i.e. for one or two days, and at short notice.	<input type="checkbox"/>

Please provide more details about the reason for the application for exemption here:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE:** Where the reason for application for exemption includes long term travel arrangements of more than 20 school days, copies of travel documentation should be included with the application.

**DETAILS OF PRIOR/CURRENT EXEMPTIONS (if applicable)**

Date of prior/current exemption from: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Number of school days: \_\_\_\_\_

Copy of Certificate of Exemption attached: (Please tick one box)    Yes     No

**PARENT/CAREGIVERS DETAILS**

Family name: \_\_\_\_\_ Given name(s): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

As the parent of the above mentioned student, I hereby apply for a Certificate of Exemption from attendance at school, under the *Education Act 1990*. I understand that if the exemption is granted:

- I am responsible for his/her supervision during the period of exemption
- the exemption is limited to the period indicated
- the exemption is subject to the conditions listed on the Certificate of Exemption
- the exemption may be cancelled at any time.

I declare the information provided in this application for a certificate of exemption is to the best of my knowledge and belief accurate and complete. I recognise that should statements in this application later prove to be false or misleading any decision made as a result of this application may be reversed. I further recognise that a failure to comply with any condition set out in the exemption may result in the exemption being revoked.

Signature of applicant/s: \_\_\_\_\_

Date: \_\_\_\_\_

**To be completed by the Principal/DA of St Euphemia College.**

I recommend that this application from attendance at school is (Please tick one box 

Granted

Not granted

Reasons for the recommendation:

---

---

---

---

---

---

---

---

---

---

---

---

H. Hirakis  
Principal

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX 5: EXEMPTION FROM ATTENDANCE AT SCHOOL**

### **Granting full day exemptions from attendance at school**

- Family holidays

*When are family holidays considered reasonable grounds for exemption?*

Refer to 1.1.2 of Guidelines for Exemption from School (2009). Certificates of Exemption from the compulsory education requirements of the Education Act 1990 may be granted by a delegated officer when it has been clearly demonstrated by the applicant that an exemption is in the student's best interests in the short and long term and that alternatives to exemption have been considered. For example, in some cases, application for Distance Education may be more appropriate than seeking an exemption from school attendance.

### **Granting part day exemptions from attendance at school**

- How are part day exemptions counted?

Refer to 1.3 of Guidelines for Exemption from School (2009). Note that as per Statement 1.3.2, 'Students of compulsory school age who are participating in approved alternative education programs may be granted short term exemptions for periods of time not exceeding the equivalent number of full school days provided for within the delegates' power.

A full school day totals 6 hours.

Principals can grant an exemption from school attendance for periods totalling up to 100 days in a 12 month period for any one student. Principals must keep a record of part day exemptions granted to ensure that the exemptions granted for any one student do not exceed 100 days (full time equivalent).

- Specified weekly exemptions for an accredited elite sports program

*Can a student be exempted from school during specified times in the week to attend an accredited elite sports program (program is associated with Olympics) or does the principal grant leave?*

This would depend on the circumstances of the application. The principal can grant an exemption totalling not more than 100 days in a 12 month period for any one student. Certificates of Exemption from the compulsory education requirements of the Education Act 1990 may be granted by a delegated officer when it has been clearly demonstrated by the applicant that an exemption is in the student's best interests in the short and long term and that alternatives to exemption have been considered. {Section 1.1.2 of Guidelines for Exemption from School (2009) refers}.

- What constitutes an accredited elite sports program?

Accredited elite sports programs include national and international sports organisations who run training camps for athletes; national sports squads that students have been selected to participate in; talented identification programs run by the New South Wales Department of Sport and Recreation.

### **Conditions attached to granting exemptions from attendance at school**

- Is there a minimum number of days for which students can be exempted?

No, provided the principles in the Guidelines from Exemption at School (2009) are adhered to.

- Can an exemption from attendance at school be cancelled?

Yes, if the conditions attached to the exemption are not met, the certificate is no longer valid. In other matters, where the Certificate of Exemption needs to be cancelled, the matter should be referred to the Manager, Student Behaviour and Attendance, Student Welfare Directorate for action.

### **Exemption from Enrolment at School**

#### **Granting exemptions from enrolment at school**

- Child turning six prior to October in a school year

If a child is turning six prior to October in a school year and the parents request an exemption from enrolment at school, can this be granted?

Generally, the answer is no, however there may be some circumstances where this would be considered. In deciding whether this is appropriate, the following key principles should be considered.

The Education Act 1990 requires parents to enrol their children at school (or register them with the Office of the Board of Studies for home schooling) by their sixth birthday.

Ideally, students will be enrolled at the commencement of the year in which they turn six in order to gain the maximum benefits of school. However, there is no legal requirement to do so until their sixth birthday.

The conditions under which an exemption may be granted are outlined in Section 2.2.1 of the Guidelines for Exemption from School (2009). Regional Directors may grant such exemptions due to:

- age, where a child turns six years in October or later in a school year and is engaged in full time preschool education at an accredited preschool for the remainder of the school year
- participation in full or part-time accredited preschool programs for students with disabilities leading to enrolment and full time attendance at a government or registered non-government school not later than six months after the child's sixth birthday.

Note: Where children are expected to enrol in Kindergarten following the period of exemption from enrolment, they may be involved in a transition-to-school program as a condition of their exemption.

### **Conditions attached to granting exemptions from enrolment at school**

- Can an exemption from enrolment at school be cancelled?

Yes, if the conditions attached to the exemption are not met, the certificate is no longer valid. In other matters, where the Certificate of Exemption needs to be cancelled, the matter should be referred to the Manager, Student Behaviour and Attendance, Student Welfare Directorate for action.