

# **ST EUPHEMIA COLLEGE**

**K-6**



**ATTENDANCE  
PROCEDURES  
2014**

## **Primary School Attendance - Procedures**

### **Introduction**

These Procedures should be read in conjunction with the St Euphemia College Attendance Policy. To ensure that students, parents, caregivers, teachers and administrators are notified of and understand this Policy, the following procedures shall be implemented.

### **Procedures**

The Attendance Policy is outlined at the beginning of the year during the Information Session with parents and caregivers. During this meeting, the Policy is explained and it is stressed that it is the parents' or caregivers' responsibility to ensure their children's attendance. Punctuality is also stressed as lateness impacts on learning not only for the individual, but the class as a whole.

School newsletters and publications will include periodic reminders of the components of this Policy.

The Staff review the Attendance Policy and the accompanying Procedures at the beginning of each School year in order to clarify individual roles in its implementation.

### **General Requirements Upon Enrolment**

It is a statutory duty for class teachers to maintain accurate class rolls. These are legal documents and may be called for as evidence by a court.

Upon enrolment at St Euphemia College, the Primary School Secretary or the Enrolment Officer will ensure that the Enrolment Application Form has been correctly filled out to include the name of the student, his/her address, his/her age on enrolment and the name and contact details of the parent, caregiver and emergency contact person. Information relating to the student's previous school must also be entered into the Primary Enrolment Register which is kept at the School Office.

The Primary School Secretary is responsible for collecting MCEECDYA background student information.

### **Absence from School**

When a student returns from an absence, the parent or caregiver must forward a written explanation stating the date of the absence and why the child was absent from school.

If a student is absent without notification for more than 3 days, attempts will be made to contact the parent or caregiver. The roll will be marked as absent until the student returns. If the absence is unexplained for more than 7 days, the class teacher will issue the student with an 'Unexplained Absence' letter (Appendix 1) to take home and be completed by the parent or caregiver.

If a student continues to be absent for numerous days, efforts must be made to improve the child's attendance. The class teacher will discuss the unsatisfactory attendance with the parent or caregiver. If there is no improvement in the attendance rate of the child, the Principal or Delegated Authority will meet with the parent or caregiver to discuss the concerns. (Appendix 3)

### **Early Leave**

If parents or caregivers need to collect their child from the School early, they are to report to the School Office first. Parents or caregivers will wait in Reception while the School Secretary collects the child. The parent or caregiver must sign their child out in the 'Sign Out' book kept at the Front Office.

At the end of each school year, the rolls are collected by the Primary School Secretary and stored in the archives. These are then kept for the period prescribed by the Education Act.

## **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 class teacher at the start of the day. A School Secretary will collect the child from the class at the pre arranged time. The time the student leaves and the reason why must be recorded at the back of the roll.

When a child needs to be collected from School early, the parent or caregiver must report to the Office first.

If an unidentified person presents themselves to the School Office to collect a student, the Secretary must contact the class teacher to see if a note has been provided for early leave. If no note has been provided the parent or caregiver must be immediately notified.

## **Lateness**

Arriving at school and class on time ensures that students do not miss out on the important learning activities scheduled early in the day. It also helps students learn the importance of punctuality and routine and gives students time to greet their friends before class and therefore reduces the opportunity for classroom disruption.

For security reasons, the School gates are locked at 8.45am. Students arriving after this time must enter through the School Office or use the intercom system to gain entry.

Lateness is recorded in the class late book and must be explained. It is also recorded in the students' Semester Reports and on the Students' Record cards. If a student continues to arrive late to School, the teacher must issue him/her with a 'Punctuality' letter. (Appendix 2)

## **Cease Enrolment**

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.

## **Attendance Codes**

The Education Act 1990 (Section 24) requires that attendance registers (rolls) be maintained in a form approved by the Minister. These may be either manual or electronic rolls. The roll marking procedures are found in Appendix 5.

St Euphemia Primary uses a manual register. A set of standard codes is used consistently within the manual register. The manual register is marked by the teacher between 8.45 and 9.00am. The codes used are found in Appendix 4.

### **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 7)

The Principal will follow procedures as contained in Appendix 6 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 School due to long term travel is included as Appendix 7.

**Appendix 1: Unexplained Absence**



**St Euphemia College**

202 Stacey St,  
Bankstown, 2200.  
Phone: 9796 8240  
Fax: 9790 7354

Website: [www.steuphemia.nsw.edu.au](http://www.steuphemia.nsw.edu.au)  
Email: [office@steuphemia.nsw.edu](mailto:office@steuphemia.nsw.edu)

**UNEXPLAINED ABSENCE**

Dear Parents/Caregivers

Our records show that \_\_\_\_\_ of Class \_\_\_\_\_ was absent from school on the dates shown below and no satisfactory explanation has been received.

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

Please provide an explanation for the unexplained absence(s) below and return the bottom portion to the class teacher as soon as possible.

If you wish to discuss this matter, please arrange an appointment through the primary school secretary Ms Tomaropoulos on 9796 8240.

Ms Xanthoudakis  
Director of Primary School

----- Please cut along this line and return the bottom section to school -----

Student's Name : \_\_\_\_\_ Class: \_\_\_\_\_

Unexplained absence date(s): \_\_\_\_\_

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

Parent's/Caregiver's Signature: \_\_\_\_\_

**Appendix 2: Punctuality**



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

**STUDENT PUNCTUALITY**

**DATE:** \_\_\_\_\_

**STUDENT'S NAME:** \_\_\_\_\_ **CLASS:** \_\_\_\_\_

**DATES LATE:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your child has been arriving at school late (*as per the above dates*).

It is expected that all students will be at school by 8:30am to avoid disruptions to the teaching program, which affects **all** students in the class.

Your cooperation in this matter is appreciated.

Please contact your child's class teacher if you need to discuss this situation.

Yours sincerely  
Ms Xanthoudakis  
Director of Primary School

### Appendix 3 - Managing Poor Attendance at School



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

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

Dear \_\_\_\_\_

I refer to the attendance of your child \_\_\_\_\_ of class \_\_\_\_\_.

The Education Act (1990) requires parents or caregivers to ensure that children of compulsory school age attend school on each day that the school is open for instruction. If children are absent from school, parents or caregivers are required to provide the school with an acceptable explanation within seven days of absence.

You will note from the attached record that your child's attendance is causing concern.

Please make an appointment to discuss this matter with the Director of Primary. Appointments can be organised by the Primary School Secretary, Ms Tomaropoulos on 9796 8240.

Yours sincerely

Ms Xanthoudakis  
Director of Primary School

#### Appendix 4 – 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>

## Appendix 5 – Roll Marking Procedures

1. Class Rolls must always be marked accurately. The Principal is required to maintain an attendance register (roll) in a form approved by the Minister (Education Act 1990 Section 24).
2. Teachers should be conversant with the School’s Policy and Procedures.
3. Parents or caregivers should be informed that it is their responsibility to:
  - ensure that their child attends school regularly
  - explain the absences of their children from school promptly.
4. The first and last day of attendance each term should be marked with an ‘X’.
5. The **exception method** (marking absences only) is to be followed as shown:
  - place a lower case ‘a’ in the day’s column against the name of the absent student at the time
  - when the declaration of student attendance is made
  - subsequently, when the declaration regarding the nature of leave is made, either **A, S, L, E, M, F, B or H** is written above the ‘a’, for example

A	S	L	E	M	F	B	H
a	a	a	a	a	a	a	a

6. The following entries should be made:
  - First and last day of attendance each term (see 4).....X
  - Absence declared (absence included in absence return).....a
  - Absence for part of a day (see 11).....P
  - Absence unexplained after 7 days or unjustified.....A
  - Absence on official school business (absence not included in the absence return).....B
  - Absence due to suspension (absence included in the absence return).....E
  - Absence of a Year 11 or 12 student on approved flexible timetable or student who has completed Year 10 but is below the age of 17 years, participating in,
    - o approved education or training, or
    - o if the child is of or above the age of 15 years-paid work or a combination of approved education or training and paid work. (absence not included in absence return).....F
  - Absence from school due to attendance at a specialist educational setting (absence not included in absence return...H
  - Absence with leave - reason accepted by the Principal (absence included in absence return) .....L
  - Absence with approved exemption (absence not included in absence return).....M
  - Absence owing to sickness or as a result of a medical appointment (absence included in absence return) .....S
  - Public holidays and other days on which the school is not open for instruction are indicated by a vertical broken line in the column of the day.

7. No codes other than **a, A, S, L, E, P, M, F, B or H** are to be used in marking the roll.
8. The symbol '**B**' is used where a student is absent from the school site on official school business. This may include work experience, school sport (regional and state carnivals) and school excursions.
9. Absence of a Year 11 or 12 student on an approved flexible timetable must be recorded in the same manner as other students. However, scheduled days or periods on non attendance must not be marked as absences. An **F** should be recorded for the day.
10. Under Section 25 of the Education Act 1990, the Minister may grant a Certificate of Exemption. This power is delegated, subject to the Guidelines of the AIS website, to the Principal, in relation to granting of an exemption from school attendance for periods totalling up to 50 days in a 12 month period for any one student. An **M** should be recorded for the day.
11. Absences on occasion (i.e. part of a day) or unjustified lateness or fractional truancy is shown by placing a '**P**' next to '**a**' in the day's column against the name of the student when the absence is determined. When the reason for the part absence is determined, either **A, S, L, E, M or B** is to be placed above the '**a**'.

A S L E M B  
Pa Pa Pa Pa Pa Pa

Details of Partial Absences i.e. times and dates are to be recorded in the 'Details of Absences on Occasions' which follows the Term 4 section of this roll. Partial absences are not included in tallies of absence returns.

12. The number of absences for each student are to be counted and recorded at the end of each term. Exemptions (**M**), flexible timetable (**F**), official school business (**B**), absence from home school due to attendance at a specialist education setting (**H**) and partial absences (Pa) are not to be included in tallies and Absence Returns.
13. In the column headed 'Special Notes' comments such as 'speech therapy Tuesdays' or 'medical history - no exertion' may be made. Confidential notations should not be included.
14. One of three methods may be used to keep a record of attendance. This then becomes the attendance register.
  - The class roll marked by the teacher in the classroom each day.
  - The teacher enters the names of absent students on a form with the information being transcribed to a centrally located Attendance Register.
  - Absence recording on the School's paper or electronic roll system.
15. The Attendance Register must be available for inspection during school hours by a Board Inspector or by any authorised person, who may require the Principal to furnish a copy of the register or any part of it. (Education Act 1990 Section 24 (2)).

### **Additional requirements**

The teachers must also follow the following procedures when marking the roll.

- a red line is to be ruled through the spaces where attendance would not apply, with an arrowhead on the line ending immediately before the first attendance, and another arrowhead in the reverse direction ending immediately after the last attendance, except at the beginning and end of the term
- all entries must be in black pen. No eraser, pencil or correction fluid is to be used. Mistakes should be corrected by ruling a line through the mistake and placing the correct entry above or in the appropriate space
- the teacher marking the roll must place their initials in the designated square at the base of each day's column
- the number of absences for each term are to be completed at the end of each term
- the name of the month and date must be provided in the space provided.

## Appendix 6 - 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.



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## Appendix 7 - Exemption from Attendance

### 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:

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Ms Xanthoudakis  
Director of Primary School

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

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