

## Student Attendance Policy

<b>Vision Statement</b>	The purpose of Pacific Coast Christian School is to provide a Christian educational community as a centre of teaching, learning and serving excellence, founded on Biblically-based beliefs, values and behaviour.
<b>Rationale</b>	It is incumbent on Christian communities to honour their legislative obligations as a reflection of their honouring the God who is sovereign over all. In addition, as a measure of the School's commitment to the Duty of Care of every student and to a holistic view of their education, it is right for a School to have procedures in place to monitor the attendance patterns of students and to liaise with families to account for non attendance.
<b>Our Policy</b>	Pacific Coast Christian School will record student attendance each day of the school's operation and will take reasonable measures to ascertain from families explanations for non-attendance, alerting appropriate authorities when matters of concern regarding attendance arise.
<b>Source of Obligation</b>	<p>The NSW Registration Manual (3.8) requires the Principal of the School to keep a register, in a form approved by the Minister, of the daily attendances of all children at the School.</p> <p>The NSW Registration Manual (3.6.2) requires the School to provide a safe and supportive environment by maintaining a student attendance register.</p>
<b>Daily Attendance Register</b>	<p>The School keeps a register of the daily attendance of all students at the School in electronic form.</p> <p>Attendance registers are in a form approved by the Minister for Education, and compliant with the <b>New South Wales Attendance Register Codes</b>.</p> <p>The School applies the <b>Attendance Register Codes – Roll Reason Type</b>.</p> <p>The register of daily attendance records the following information for each student:</p> <ul style="list-style-type: none"><li>• daily attendance</li><li>• absences</li><li>• reasons for absences</li><li>• documentation to substantiate reasons for absences.</li></ul>
<b>Monitoring Daily Attendance</b>	<p>The School has implemented the following systems and procedures in order to monitor the daily attendance of students and identify absences from the School:</p> <ul style="list-style-type: none"><li>• Class rolls must be marked by the class teacher in the School Management System using the codes required by legislation.</li><li>• Primary class rolls to be marked each morning.</li><li>• Secondary class rolls to be marked each period.</li><li>• Period 1<ul style="list-style-type: none"><li>• Class teachers to mark roll in School Management System before 9am.</li><li>• If device unavailable, teachers, including replacement teachers, to notify the office of absences by 9am.</li><li>• An email is sent to class teachers where the Period 1 roll remains unmarked at 9am.</li><li>• Event supervising teacher to mark Event roll or advise the office of students absent by 9.30am.</li></ul></li><li>• School Office to enter Late Arrivals, Early Leavers and absences advised by parents.</li><li>• School Office to mark Event rolls.</li><li>• School Office should consult with any teachers, or replacement teachers, during Period 2 if rolls are not marked, to ensure accuracy.</li><li>• Each day, parents will receive communication from the School by text on the day of absence enquiring about unexplained absence from that day. Parents are required to respond to this communication, and provide written explanation of absences within seven days. Written explanation by letter, email, text, or School Management System will be accepted.</li><li>• An email is sent at 2.55pm to Years 7-12 teachers where their class roll remains unmarked for that day.</li><li>• Attendance records will be available each day through the School Management System for all teachers to confirm attendance of students in individual classes.</li><li>• Written explanation notes from parents must be returned by students to the Class teacher or to the School Office. Teachers must ensure that these notes are provided to the School Office.</li><li>• Absentee notes should be entered into the School Management System daily by the School Office.</li><li>• Digital communications explaining absence will be stored electronically in the School Management System and written notes filed.</li><li>• Procedures should be reviewed annually.</li></ul>
<b>Analysing Student Attendance Data</b>	Pacific Coast Christian School has processes in place for monitoring student attendance data.
<b>Following Up Unexplained Student Absences</b>	<p>The School has implemented the following systems and procedures to follow up on unexplained absences from school:</p> <ul style="list-style-type: none"><li>• Unexplained absences will be followed up by the School Office under the supervision of the Principal.</li><li>• Where absences remain unexplained in writing after the initial School Management System text, parents will receive an email after 7 days requesting that they provide a written explanation of the absence by email, text, written note, or through the School Management System.</li><li>• Student absence will be monitored by the Class teacher on a daily basis. Class teacher to liaise with the Head of School regarding any extended or unexplained absence.</li></ul>

- Class teacher will contact parents where a student is absent for one week without explanation. Further outstanding absences will be referred to the Head of School.
- Formal communication with parents regarding unexplained absences should be approved by the Head of School.
- Unexplained absences will be followed up every three weeks by the School Office through the School Management System for the period of one term under the supervision of the Principal.

#### Unsatisfactory Attendance Intervention Strategies

The School has implemented the following strategies to improve unsatisfactory attendance and student engagement in school and learning:

- Students with persistently low attendance will be monitored, and personalised strategies will be considered to increase their attendance and/or engage them in continuing education programs. In this situation a Student Attendance Plan would be used. Attendance Improvement Plans will be developed by the Head of School in conjunction with the student and their parent/carers.
- Heads of School will have access to a daily automated report detailing student absences that are greater than three consecutive days.
- Where frequent absences are explained as being due to illness, the School will request medical certificates for the absences and will consult with parents/guardians regarding the health care needs of the student.
- A Student Attendance Improvement planning meeting can be held where agreed actions are noted and goals are set to improve student attendance. This meeting will be conducted by the Director. Documents using the Student Attendance Improvement Plan will be saved in the student file. Communication and emails will be documented.
- All required reports will be made to the Community Services Child Protection Helpline, and/or contact will be made with the Child Wellbeing Unit if there are safety, welfare or wellbeing concerns in relation to student attendance.
- Independent schools are supported in this process through the Department of Education's legal branch and can obtain assistance from the AIS Education Regulations and Program Implementation Team on (02) 9299 2845.

[Click here for Student Attendance Improvement Plan](#)

Also refer to [Quality of Educational Program \(Record of Achievements and Engagement in Learning\)](#) and [Truancy](#).

#### Records of the Register of Daily Attendance

The register is retained for a period of seven years after the last entry is made, and copies of information in the register are stored off-site at regular intervals.

#### Management Student Attendance

##### School Office Staff

- Office Administration staff will manage the recording of students' absences under the supervision of the Principal
- Where there is a change in the office administration staffing, the new staff member will be trained by a staff member nominated by the Principal
- Copies of relevant policies will be available in Complispace and also stored in the School Office
- Training will include familiarity with:
  - o [Student Attendance Policy](#)
    - o Attendance Codes
    - o Procedures in relation to follow up of unexplained absences
  - o [Exemption from Attending School Policy](#)
    - o Principals Approved Exemption Certificate
    - o Principals Approved Exemption- Extended Leave Travel Certificate
  - o [Student Enrolment Policy](#)
    - o Destination Unknown forms