Attendance Policy
22 March 2014

POLICY

Liberty College will ensure that students who are of school age and enrolled will attend school each school day, and will keep a record of attendance as required by law.

Who must comply with this document:
Staff
Parents
Students

Related documents:
Absent Form
Weekly Absence Record
Home School Liaison Fax
Education Act Section 25

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1   Requirement of Attendance

School age students are required by the NSW Government to be enrolled in school by the time they are six years old. Attendance is required each day the school is open and a note of explanation is required for all absences.

2   Notification of Absences

An explanation must be provided for absences from school. This is achieved by:

a) phone
b) email
c) SMS
d) written note

The explanation must include the child's name, date of absence and reason for absence.

3   Unexplained Absences

In the event that an explanation is not provided within 1 day, a yellow Absence Form is sent home. If an explanation is not furnished within seven (7) days, the roll is marked as an 'Unexplained absence'.

4   Regular Absences

Students who are constantly absent on the same day each week will be asked to provide a doctor's certificate to verify an absence because of illness.

5   Notification of Poor School Attendance

Parents will be notified of poor school attendance. This will be done verbally in the first instance and if there is no noticeable change in the attendance rate, a letter will be sent to the parents.

6   Daily Record of Attendance

The classroom teacher has the responsibility to record attendance each morning on the Weekly Attendance Sheet. At the end of the week, this sheet must be returned to the office to be recorded electronically. Common codes approved by the Minister must be applied to all absences.

7   Attendance Database

The Principal is responsible for ensuring the Edumate attendance database is maintained at the conclusion of each week from class daily records. This paper records are kept in the school office. Edumate data is stored offsite.

The weekly absence sheet and the database will be marked with student's absences only in accordance with approved instructions. At the end of each term, absences will be tallied.

The following information may be included in the Edumate database:

a) Student names
b) Address
c) Date of Birth
d) Contact details
e) Absences
f) Partial Absence details
g) Unexplained Absences
h) Parent details

8 Records

At the end of the year, all letters of absence and pertinent correspondence will be filed, along with a printed copy of the Absence Database. Edumate's records of enrolment and attendance are kept offsite.

8.1 Enrolments

The register of enrolments is maintained for a minimum period of five (5) years after the student has ceased enrolment at the school

8.2 Attendance

The register of daily attendance is maintained for a minimum period of seven (7) years after the student has ceased enrolment at the school

9 Student Register

The School Enrolment Register is kept in the School Office. The office staff are responsible for maintaining the Register according to Board of Studies guidelines and is responsible for entering new students. Students leaving the School will have their destination recorded in the register where it is known. This register includes past students, current students and then a combined 'All Students' list.

9.1 Edumate

Student data is currently stored in the Edumate software programme. Past students details will be maintained using the system already in place. Current and new enrolments will be entered into Edumate. This process is the responsibility of the Principal.

10 Exemptions

Exemptions from enrolment and attendance may be granted by the Principal as delegated by the Minister (Section 25 of the Education Act). These must be applied for prior to the requested date. Copies of certificates of exemption must be stored. These are located in the 'Roll Book' file with the appropriate record of attendance and a copy placed in the student's file.

11 Home School Liaison

Where the destination of a student below fifteen (15) years of age is unknown, a Department of Education and Training Officer with home school liaison responsibilities will be notified of the student's name, age and last known address. This will be done in writing via any means of communication, and the original document placed into the student's school records.