



## Student Attendance Policy

<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 <a href="#">Attendance Register Codes</a></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> <p>The attendance register also includes information about any students granted an exemption from attending school. Refer to our <a href="#">Exemption from Attending School Policy</a>.</p>

<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> <p>Rolls marked in each class, including morning tutor groups. Unexplained absences followed up by Student Services. Late arrivals required to register with Student Services before proceeding to class</p>
<b>Analysing Student Attendance Data</b>	<p>Moama Anglican Grammar has processes in place for monitoring student attendance data.</p> <p>Refer to our <a href="#">Student Achievement Data</a> policy.</p>
<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>• Where an absence has not been explained by 11 am a text message is sent to the student's parents/guardians notifying them of the absence and requesting them to immediately contact the School.</li><li>• Where the absence remains unexplained the matter will be reported to the Head of Primary (Primary) or the Year Level Coordinator (Secondary) for investigation and follow up.</li><li>• Where parents/guardians repeatedly fail to inform the School of absences the Head of Primary (Primary) or the Year Level Coordinator (Secondary) will contact them directly to seek an explanation and to remind them of their obligation to report absences.</li><li>• All information in relation to unsatisfactory attendance is recorded on students' files and is also available for parents/guardians on SEQTA Engage.</li></ul>

<p><b>Unsatisfactory Attendance Intervention Strategies</b></p>	<p>The School has implemented the following strategies to improve unsatisfactory attendance and student engagement in school and learning:</p> <ul style="list-style-type: none"> <li>• The School encourages parents/guardians to understand their obligations to ensure their child attends school, and to not condone absences for unauthorised reasons such as birthdays, shopping and other leisure activities.</li> <li>• Regular meetings are conducted between the Principal, Deputy Principal and senior staff, as appropriate, to coordinate responses to student absences.</li> <li>• 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. For students requiring more intensive support, one-on-one meetings and alternative arrangements may be organised in consultation with parents/guardians.</li> <li>• 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.</li> <li>• 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.</li> </ul>
<p><b>Records of the Register of Daily Attendance</b></p>	<p>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.</p>
<p><b>Implementation</b></p>	<p>The Principal and appointed delegates are responsible for the effective implementation of this Policy.</p>