



## 1. Policy Information

Policy title	Attendance Policy & Procedures
Policy number	S2
Classification	Students and Curriculum
Review cycle	2 years
Last review date	1 March 2021
Implementation date	10 March 2021
Next review date	1 March 2023
Approval Authority	Principal
Person/s responsible for policy	Executive

## 2. Overview

This policy aims to assist all students to attend school on a regular basis, arrive on time and follow early leaving procedures, as well as assist staff in roll marking procedures.

The College acknowledges that regular attendance and punctuality is essential to one's academic progress, safety and wellbeing. Monitoring of attendance forms part of the College's duty of care responsibility towards our students.

The College implements a variety of strategies to support student attendance and engagement in learning. Strategies include, but are not limited to:

- clear communication with parents/carers regarding attendance at Orientation Sessions, Parent Information Sessions and through the College Handbook.
- clear processes for following up attendance and lateness in order to promote high expectations.
- creating a welcoming environment through strategies such as teachers on gate duty welcoming and farewelling students as they arrive and depart the College; students arriving late are supported in getting to and settled into class.
- support in regards to student wellbeing and parents/carers through the HoJP/HoS P and DoS7-9/DoS10-12.
- support as part of the Family Group support structure (Secondary).
- additional support in regards to student wellbeing through the College Chaplain, HoLSS and Counselling Team.
- In Primary School, Social and Emotional Learning program taught in PDH each year.
- In Secondary School, peer support and lunchtime groups led by the Student Leadership Team; G5 model consisting of giving students the opportunity to use a time-out card to attend an area supervised by staff to allow students to be comforted, continue their learning and to support them to return to class, where possible.
- Learning Support, EALD and Enrichment structures to meet the academic needs of students and support student engagement, in regards to class work, assessments and exams.
- Extra-curricular and Sports program to support students in their varying gifts and abilities.

## 3. Policy

Toongabbie Christian College will comply with relevant legislation in relation to students' attendance records and notifications. Staff will be trained to record and follow an explicit pastoral responsibility in relation to managing school attendance for all students enrolled. According to the Act, the compulsory school age is 6 years and above up to the age of 17, as per legislation. Attendance of all students will be

managed and monitored as per this *Attendance Policy & Procedures*.

The act requires the following:

#### *Part 5 Attendance of children at school*

##### *21B Compulsory school-age*

*(1) For the purposes of this Act, a child is of compulsory school-age if the child is of or above the age of 6 years and below the minimum school leaving age.*

*(2) The minimum school leaving age is—*

*(a) the age at which the child completes Year 10 of secondary education (subject to participation required by subsection (3)), or*

*(b) the age of 17 years, whichever first occurs.*

*(3) A child who completes Year 10 of secondary education but who is below the age of 17 years is of compulsory school-age unless the child participates on a full-time basis in—*

*(a) approved education or training, or*

*(b) 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.*

*(4) A child ceasing to be of compulsory school-age because of that participation does not revert to being of compulsory school-age because of a cessation in participation for any reason so long as the interruption in participation does not exceed a total period of 3 months in any 12-month period or such other period approved by the Minister.*

*(5) The completion of Year 10 of secondary education is—*

*(a) the completion of Year 10 of secondary education in this State (whether by school education or home schooling), or*

*(b) the completion of a course provided by the TAFE Commission that is approved by the Minister as the equivalent of Year 10 of secondary education in this State, or*

*(c) the completion, outside of this State, of the equivalent of Year 10 of secondary education in this State, or*

*(d) the completion of education in any special circumstances approved by the Minister.*

*(6) Participation in approved education or training is participation in any of the following—*

*(a) a higher education course within the meaning of the Higher Education Act 2001,*

*(b) a VET accredited course within the meaning of the National Vocational Education and Training Regulator Act 2011 of the Commonwealth,*

*(c) an apprenticeship or traineeship within the meaning of the Apprenticeship and Traineeship Act 2001,*

*(d) any other education or training approved by the Minister. AISNSW Professional Learning - Attendance Requirements for Schools - 22 September 2020 3*

*(7) The regulations may prescribe rules and criteria that are to be applied for the purposes of this section in determining—*

*(a) whether a child has completed Year 10, or*

*(b) whether a child is participating in paid work, or*

*(c) whether a child is participating in approved education or training, or*

*(d) whether such participation is on a full-time basis. Subject to the regulations, participation on a full-time basis in paid work is participation for an average of 25 hours per week.*

The Principal is responsible for and liable for, in person, the attendance of students.

## **4. Procedures**

### **4.1 Register of Enrolments**

4.1.1 The Register of Enrolments is stored electronically in Sentral, which maintains records of dates of arrival and departure of students. This is maintained by the Student Services Administration Assistant.

4.1.2 The following information will be entered into the Register of Enrolments:

4.1.2.a Date of Birth

4.1.2.b Full legal name

- 4.1.2.c Address
- 4.1.2.d Parent/Carer details (including name and contact number)
- 4.1.2.e Date of enrolment
- 4.1.2.f Previous school, where applicable
- 4.1.2.g Date of leaving the College
- 4.1.2.h Destination of departing student under 17
- 4.1.2.i Unknown destination of departing student under 17 and that the form was sent, if applicable
- 4.1.3 The Register of Enrolments is updated at the following times:
  - 4.1.3.a receiving the acceptance of enrolment letter
  - 4.1.3.b receiving written notification that a student is leaving the College
  - 4.1.3.c when parents/carers inform us of a change of details, please refer to the College's *Privacy & Data Breach Policy*.
- 4.1.4 The destination of student leavers of an eligible school age is requested of parents/carers. Parents/Carers are reminded in the *Leavers Form* in relation to their legal obligations towards their child/ren's education. If the College is concerned about the information provided, it may be followed up as directed by the Principal. Any correspondence is stored in the student's file.
- 4.1.5 If parents/carers have not responded to confirm the destination, a follow up letter and email will be sent, as per *Appendix E*.
- 4.1.6 If a student ceases to attend school and/or the parents/carers cannot be contacted, the College will follow a risk-based approach to determine how to proceed in order to determine the whereabouts of the student. This may include, but not limited to, the following actions:
  - 4.1.6.a send a registered letter to the parents/carers, as per the last known address, and send an email as per *Appendix F*
  - 4.1.6.b contact emergency contacts
  - 4.1.6.c liaise with known community eg church, family etc
  - 4.1.6.d contact DCJ
  - 4.1.6.e contact the Police
- 4.1.7 If the actions in section 4.1.5 or 4.1.6 are unsuccessful, The NSW Education Department must be informed if the destination of a leaver under 17 is unknown. A risk-based approach is taken to determine the timeline to inform the NSW Education Department. The College then completes the *Destination Unknown Notification for Non-government Schools (Appendix E)*. Upon completion, this form is emailed to [attendance@det.nsw.edu.au](mailto:attendance@det.nsw.edu.au). This is completed by the Student Services Administration Assistant. A print out of the form and email is printed and stored in the student's file and the student is then removed from the Register of Enrolment.
- 4.1.8 The Register of Enrolments is backed up electronically by Sentral and stored indefinitely in the cloud.
- 4.1.9 NB: Register of Enrolment information prior to 2017 is stored in PC Schools by the College and backed up in the cloud.

## 4.2 Register of Attendance

- 4.2.1 Toongabbie Christian College has an electronic roll marking system and Attendance Module in Sentral.
- 4.2.2 Rolls are legal documents and can be subpoenaed in court at any time. Therefore, rolls must be accurate and up-to-date. All details, eg registration numbers, addresses, names, birth dates, age at 1 January of the current year, must be recorded in the Sentral attendance file.
- 4.2.3 It is a mandatory requirement that the Sentral attendance file use the current codes that are published on the website of the Association of Independent Schools NSW (AISNSW). These codes denote absences and other leave. Please see *Appendix A*.
- 4.2.4 The Student Services Officer - Attendance consults with the Principal regarding student attendance. The Principal will then take a risk-based approach when considering whether to accept or reject a reason for student absence and which

code will be used. The Principal may request further documentation to support the reason for student absence.

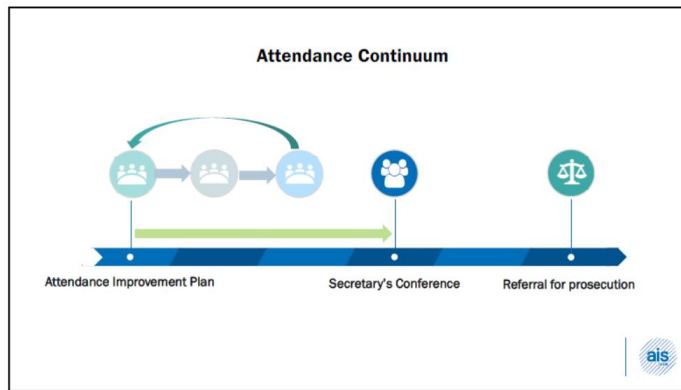
- 4.2.5 The Register of Attendance is backed up electronically by Sentral and stored indefinitely in the cloud.
- 4.2.6 NB: Register of Attendance information prior to 2017 is stored in PC Schools by the College and backed up in the cloud.

#### 4.3 General Principles

- 4.3.1 Legislation in NSW requires that all children between the ages of 6 and 17 attend school on a regular basis.
- 4.3.2 It is the responsibility of parents/carers to ensure their children regularly attend school and promptly explain the absences of their children from school.
- 4.3.3 While parents/carers should be reminded of their legal obligations, the wellbeing of the student must be the focus of any consultation between the home and the College.
- 4.3.4 Parents/Carers should be encouraged to make appointments with health professionals before or after school or in non-term time.
- 4.3.5 The taking of family holidays during school time is to be discouraged.
- 4.3.6 Parents/Carers are encouraged to contact the Principal or the relevant Deputy Principal if they have any concerns in relation to their child's attendance.
- 4.3.7 Parents/Carers are to apply in advance to the Principal for their child to have leave during term time.
- 4.3.8 The Principal will determine whether the leave satisfies the granting of an exemption (Code M) or will be recorded as justified leave (Code L) or unjustified leave (Code A). Please see *Appendix A* and the College's *Attendance Exemption Policy*.
- 4.3.9 The most effective means of restoring and maintaining regular school attendance includes sound attendance monitoring practices and regular follow up of unexplained absence by prompt parent/carer contact.
- 4.3.10 Parents/Carers are required to explain any absences within seven school days of the date the absence occurred. If parents/carers explain absences after seven school days, the absence will remain listed as unjustified leave (Code A), but any absence comments will be added to the record.
- 4.3.11 Resolution of attendance difficulties may require a range of additional College-based strategies including:
  - 4.3.11.a Student and parent/carer interviews
  - 4.3.11.b Reviewing the appropriateness of the student's educational program and implementation of possible reasonable adjustments
  - 4.3.11.c Development of College-based attendance improvement plans
  - 4.3.11.d Referral to the College Counselling Team or external agencies
  - 4.3.11.e Support from College-based staff

#### 4.4 Monitoring Attendance

- 4.4.1 During the August census, the College is required to identify numbers of students who have missed 20 or more days of school.
- 4.4.2 Procedures for Primary Monitoring of Attendance is outlined in *Appendix C*.
- 4.4.3 Procedures for Secondary Monitoring of Attendance is outlined in *Appendix D*.
- 4.4.4 The College will follow the AISNSW Attendance Continuum, as outlined below, in regards to monitoring attendance.



#### 4.5 Illness

- 4.5.1 In the event of frequent absences being explained as due to illness, the Principal/delegate will ensure that:
  - 4.5.1.a Consultation occurs with parents/carers regarding the health care needs of the student.
  - 4.5.1.b Medical certificates could be sought for extended, regular absences or patterns of absence.
- 4.5.2 Where there are ongoing concerns, approval is sought from parents/carers to contact the student's medical professional so the College has all the relevant information regarding the student's health care needs.
- 4.5.3 Strategies are developed to ensure regular school attendance.

#### 4.6 Lateness

- 4.6.1 Lateness is recorded as a partial attendance.
- 4.6.2 Procedures regarding late arrivals can be found in *Appendix B*.
- 4.6.3 Lateness is recorded in Sentral by the Student Services Officer - Attendance depending on the reason for the lateness, the relevant code is used as per *Appendix A*.

#### 4.7 Early Departure

- 4.7.1 Early departure is recorded as a partial attendance.
- 4.7.2 Early departure can occur in the following ways:
  - 4.7.2.a Parent/Carer notification using the methods outlined in Section 4.9
  - 4.7.2.b Drop in notification for last minute appointments etc.
- 4.7.3 Students are either sent to Student Services by their teacher at the time mentioned, or the Student Services Officer - Attendance contacts the classroom to request that the student is sent to Student Services.
- 4.7.4 Early departures are recorded in Sentral by the Student Services Officer - Attendance, once the student departs.
- 4.7.5 When leaving early, students in Kindergarten - Year 10 must be collected by a parent/carer, or another approved adult. Students in Years 11 and 12 may leave without an adult, provided a parent/carer has given prior permission. Alternative arrangements may be considered by the DPS.
- 4.7.6 Depending on the reason for the early departure, the relevant code is used as per *Appendix A*.

#### 4.8 Frequent absence

- 4.8.1 In the event of frequent absences not related to illness, the Principal/delegate will email a letter of concern and interview the student's parents/carers
- 4.8.2 In the event of a matter relating to school attendance where safety, welfare or wellbeing concerns arises for a student:
  - 4.8.2.a Priority is given to the College's *Child Protection Policy*

- 4.8.2.b All required reports are made to the Department of Communities and Justice.
  - 4.8.3 Documentation in relation to unsatisfactory attendance will be transferred to the student's file.
  - 4.8.4 Student punctuality and attendance is recorded in Academic Reports twice a year.
  - 4.8.5 If no explanation about an absence has been provided by parents/carers within seven days or the explanation is not accepted by the Principal, the code used to describe the absence will be 'A'.
  - 4.8.6 Arriving late at school will be recorded as a partial absence.
- 4.9 Parent/Carer notification of absence, partial absence and lateness:
- 4.9.1 Sickness:
    - 4.9.1.a Notification on the day required
    - 4.9.1.b Continued notification if student remains absent
    - 4.9.1.c The College may request a medical certificate
    - 4.9.1.d Secondary students should provide a medical certificate if they are absent on an examination or assessment date
  - 4.9.2 Medical or paramedical appointment:
    - 4.9.2.a Provide notice using *Advance Notice of Student Absence* form (*Appendix H*)
    - 4.9.2.b Notification on the day is permitted
    - 4.9.2.c The College may request a medical certificate
  - 4.9.3 Lateness:
    - 4.9.3.a For any student arriving late, parents/carers must notify the College on the morning of lateness.
  - 4.9.4 Leaving Early:
    - 4.9.4.a For any student leaving early, parents/carers must notify the College by the morning of the early departure.
  - 4.9.5 Clarification must be submitted within seven school days of the date of the absence, otherwise the absence will permanently be recorded using code A (Unjustified). Parents/Carers are reminded of any outstanding unexplained absences at the end of each school week.
  - 4.9.6 If the Principal does not accept the reason for the absence, it will be recorded using code A (Unjustified).
  - 4.9.7 All parent/carer notifications that are not submitted in writing will be recorded in the form of an email to [attendance@tcc.nsw.edu.au](mailto:attendance@tcc.nsw.edu.au), and stored in the O:\Attendance\1.Absence and Late Notification. This will include who contacted the College, the reason for the absence, and the method and time of communication.
  - 4.9.8 Parent/Carer notifications that are submitted via Parent Portal or text message will be stored in Sentral.
- 4.10 Parents/Carers notifying the College regarding absence:
- 4.10.1 Day-to-day absence:
    - 4.10.1.a Phone Call
    - 4.10.1.b Email
    - 4.10.1.c SMS
    - 4.10.1.d Letter/Note
    - 4.10.1.e Parent Portal
    - 4.10.1.f In Person
  - 4.10.2 In advance:
    - 4.10.2.a *Advance Notice of Student Absence* form - for absences of 1 to 5 school days, or 6 or more school days for reasons other than travel
    - 4.10.2.b *Application for Extended Leave - Travel* form - for absences of 6 or more school days for the purpose of travel (*Appendix I*)



- 4.10.2.c Notify of an Absence on Parent Portal
  - 4.10.2.d Application for Exemption from Attendance, see the *College's Attendance Exemption Policy*
  - 4.10.3 For absences, parents/carers can inform the College for reasons such as:
    - 4.10.3.a Misadventure or unforeseen event
    - 4.10.3.b Participation in special events not related to the College
    - 4.10.3.c Domestic necessity such as serious illness of an immediate family member
    - 4.10.3.d Attending a funeral
    - 4.10.3.e Travel in Australia and overseas
    - 4.10.3.f Recognised religious festivals or ceremonial occasions
  - 4.10.4 If parents/carers have not informed the College of the reason for an absence within seven days, the absence will be recorded using code A (Unjustified).
  - 4.10.5 Exemption of attendance
    - 4.10.5.a Please refer to the *College's Attendance Exemption Policy*.
- 4.11 Leave
- 4.11.1 For absences known in advance, parents/carers should complete the *Advance Notice of Student Absence* form and submit to the Student Services Officer - Attendance, for reasons such as:
    - 4.11.1.a Medical/paramedical appointment
    - 4.11.1.b Serious illness of an immediate family member
    - 4.11.1.c Participation in special events not related to school
    - 4.11.1.d Travel in Australia and overseas (for one to five school days)
    - 4.11.1.e Attendance at a funeral
    - 4.11.1.f Misadventure for unforeseen event
  - 4.11.2 For absences of six or more school days for the purpose of travel, parents/carers should complete the *Application for Extended Leave - Travel* form, and submit to the Student Services Officer - Attendance. Relevant documentation, such as an e-ticket or itinerary must be attached.
  - 4.11.3 The Principal makes a decision on whether or not to approve the application for leave.
  - 4.11.4 The Principal informs the Student Services Officer - Attendance, who notifies the parents/carers of the status of the application via email and records approved leave in Sentral using the relevant code.
  - 4.11.5 Parents/Carers are provided with a *Certificate of Extended Leave - Travel (Appendix J)* if the *Application for Extended Leave - Travel* form is approved. A copy of the certificate is stored in the student file.
  - 4.11.6 The form is stored in the student's file.
  - 4.11.7 If this form is not submitted within seven days of the first date of absence, any leave that is taken will be recorded as unjustified leave (Code A).
  - 4.11.8 For exemption from attendance, please refer to the *College's Attendance Exemption Policy*
- 4.12 Daily Recording of Attendance
- 4.12.1 Refer to Appendix B for the processes regarding daily recording of attendance.

## 5. References

- <https://rego.nesa.nsw.edu.au/reference-documents>
- AISNSW, School Attendance Register Codes
- Guide to School Attendance Requirements and Attendance Improvement Planning: Advice for NSW Independent Schools



# NSW ATTENDANCE REGISTER CODES

S2: APPENDIX A

Note: The symbol X is to be used for the first and last day that the student attended for each term.

## Symbols For Student Absences

Symbol	Meaning
<b>a</b>	The student was absent for the whole day.
<b>Pa</b>	The student was late or was absent for part of the day. The time of arrival or departure must be recorded.

Only the following attendance register codes must be used to record the explanation of student absence, and/or variation in student attendance.

## Symbols For Explanation of Student Absence

Symbol	Meaning
<b>A</b>	The student's absence is unexplained or unjustified. This symbol must be used if no explanation has been provided by parents/carers within seven days of the occurrence of an absence or the explanation is not accepted by the Principal. It is at the Principal's discretion to accept or not accept the explanation provided.
<b>S</b>	The student's absence is due to sickness or as the result of a medical or paramedical appointment. In these cases: <ul style="list-style-type: none"> <li>a medical certificate is provided or the absence was due to sickness and the Principal accepts this explanation. Principals may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory attendance.</li> </ul>
<b>L</b>	An explanation of the absence is provided which has been accepted by the Principal. This may be due to: <ul style="list-style-type: none"> <li>misadventure or unforeseen event</li> <li>participation in special events not related to the College</li> <li>domestic necessity such as serious illness of an immediate family member</li> <li>attendance at funerals</li> <li>travel in Australia and overseas</li> <li>recognised religious festivals or ceremonial occasions.</li> </ul>
<b>E</b>	The student was suspended from the College.

## Symbols For Variation in Attendance

(Not counted as an absence for statistical purposes)

Symbol	Meaning
<b>M</b>	The student was exempted from attending the College and a Certificate of Exemption has been issued by a delegated officer.
<b>F</b>	The student is participating in a flexible timetable and not present because they are not required to be at the College. This could include participation in: <ul style="list-style-type: none"> <li>HSC Pathways Program</li> <li>Best Start Assessments</li> <li>Trial or HSC examinations</li> <li>VET courses</li> </ul>



<b>B</b>	<p>The student is absent from the College on official College business. This symbol is recorded where the Principal approves the student leaving the College site to undertake, for example:</p> <ul style="list-style-type: none"> <li>● work experience</li> <li>● College sport (representative events)</li> <li>● College excursions</li> <li>● student exchange</li> </ul>
<b>H</b>	<p>The student is enrolled in the College and is required or approved to be attending an alternative educational setting on a sessional or full time basis. The symbol is recorded where a student accesses education settings separate to their mainstream school such as:</p> <ul style="list-style-type: none"> <li>● tutorial centre and programs</li> <li>● behaviour schools</li> <li>● juvenile justice</li> <li>● hospital schools</li> <li>● distance education</li> </ul>



# DAILY RECORDING OF ATTENDANCE

S2: APPENDIX B

## STEP 1: Teachers mark rolls accessing Sentral

### Primary

- Attendance is marked at 9:00am by the teacher taking the class for Lesson 1.
- NB: The Student Services Officer - Attendance will contact the teacher taking the class if this does not occur by 9:20am and will generate a report to the Deputy Principal Primary, as this is a serious breach of duty of care.
- Teacher indicates a student not present with an 'a' for 'unexplained absence'.
- Teachers do not change codes after it is entered in Sentral. The Student Services Officer - Attendance will do so.
- If a student arrives after 9:00am without a late note, leave Sentral indication as is and send the student to Student Services to sign in at the Attendance Station.
- Students arriving at class after 9:00am must be accompanied to Student Services by another student or their parent/carer to obtain a late slip at the Attendance Station.
- If a teacher cannot mark the Sentral roll, a paper roll must be marked by the teacher and sent to Student Services by 9:20am. If a teacher is unable to do so, call the Primary Office/Student Services for a paper roll.
- If there are any discrepancies in the roll, contact Student Services - Attendance immediately.
- NB: Sentral Attendance can be accessed on mobile devices, if required.

### Secondary

- Attendance is marked at 8:30am by Period 1 teacher, as well as every period thereafter within 5 minutes of the lesson commencing.
- NB: The Student Services Officer - Attendance will contact the teacher taking the class if this does not occur and will generate a report to the Deputy Principal Secondary as this is a serious breach of duty of care.
- Teacher indicates a student not present with an 'a' for 'unexplained absence'.
- Teachers do not change codes after it is entered in Sentral. The Student Services Officer - Attendance will do so.
- If a student arrives after 8:30am without a late note, leave Sentral indication as is and send the student to Student Services to sign in at the Attendance Station. This is applicable to every lesson, including Family Group.
- Students arriving at class after 8:30am must be accompanied to Student Services by another student to obtain a late slip at the Attendance Station. This is applicable to every lesson, including Family Group.
- If a teacher cannot mark the Sentral roll, a paper roll must be marked by the teacher and sent to the College Office. If a teacher is unable to do so, call the Secondary Office/Student Services for a paper roll.
- If there are any discrepancies in the roll, contact Student Service - Attendance immediately.
- NB: Sentral Attendance can be accessed on mobile devices, if required.

### Secondary Period by Period (PxP) Roll Marking

- A roll of attendance for each period must be marked by each class teacher within the first 5 minutes of the period commencing.
- Class teacher needs to verify the lesson roll with the morning attendance roll.
- If there are any discrepancies, the class teacher will inform Student Services - Attendance.
- If the discrepancies cannot be resolved, Student Services - Attendance will contact the DoS7-9/DoS10-12 who will initiate the process to locate students onsite..

### Excursions and Activities

- Prior to an excursion, teachers are to send a list of all students expected to attend to Student Services - Attendance. Teachers should also notify Student Services of the timeframe that students will be offsite.

- For excursions where students will meet onsite, teachers are to mark the normal class roll if possible. If this is not possible, the teacher should notify Student Services - Attendance of any present or absent students. This can be done via phone call, email, paper roll or in person.
- For excursions where students will meet offsite, teachers are to mark a paper roll, then notify Student Services of any present or absent students. This can be done via phone call or email.
- For whole-school offsite events (such as a carnival), paper rolls are to be marked by the teacher and reconciled by the Deputy Principal/delegate with Student Services by 10:30am.
- If a student arrives late or leaves early from an excursion or offsite activity, Student Services - Attendance should be notified to ensure that attendance records are updated. Students may not leave early from an excursion without parent/carer permission and approval from the relevant staff member.

## **STEP 2: Student Services reconciliation protocols in the morning**

- The reconciliation of rolls is done by Student Services Officer - Attendance.
- The process commences immediately for Secondary (8:45am) and Primary (9:20am).
- Rolls marked by teachers are reconciled with:
  - Late arrivals
  - Notifications received in advance including exemptions
  - Notifications received in the morning
  - Students away on representative sport/events\*
  - Whole-College events
  - Stage 6 Flexi timetable
  - Notifications received, including the above while the reconciliation process is undertaken
  - Variations of approved attendance plans

\*Teacher organising event informs Student Services - Attendance regarding students attending the event.

\*Confirm attendance on the day of event at the College or at the venue by contacting Student Services Officer.

## **STEP 3: Internal audit of absences performed by Student Services**

- The Student Services Officer performs the internal audit upon completion of the reconciliation of rolls.
- Updates reconciled rolls followed up by an internal audit of the standing of the roll against possible discrepancies with students joining classes without any notification of partial absence, internal appointments and events.
- If any discrepancies are found, rolls are adjusted by the Student Services Officer - Attendance and must report it to the relevant Deputy Principal.

## **STEP 4: Notification of unexplained absence to parents/carers**

- The Student Services Officer informs parents/carers of unexplained absence using the SMS linked to the Sentral database or through Parent Portal.
- The SMS will include the following information:
  - Name of child (students in same family separate)
  - Date
  - Notification of the unexplained absence
  - Reply required
  - Time frame for reply from parent/carer (ASAP)
- SMS message:
 

*TCC: [student-first-name][student\_surname] is marked absent from school today. Please SMS 0476857215 or email attendance@tcc.nsw.edu.au to explain.*
- SMS or phone call recorded to update unexplained absence on Sentral.

## **STEP 5: Phone call to parents/carers not responding to SMS**

- The Student Services Officer - Attendance follows up a non-response to the SMS to the parent/carers of the student absent without notification within 1 hour after the SMS is sent by phoning the parent/carer.
- College generated phone call recorded to update unexplained absence.

**STEP 6: Managing students unaccounted for**

- The Student Services Officer - Attendance at this point will make a final attempt to clarify the status of the student unaccounted for.
- If student remains unaccounted for, the relevant Deputy Principal is informed immediately.

**STEP 7: Actions by the HoJP/HoSP/Dean of Students**

- The HoJP/HoSP/Dean of Students will initiate follow up actions that may include:
  - Interviewing other students
  - Repeating actions completed in Steps 5 and 6

**STEP 8: Emergency actions by the HoJP/HoSP/DoS7-9/DoS10-12**

- The HoJP/HoSP/DoS7-9/DoS10-12 must determine procedures to manage the process of a student unaccounted for.
- This needs to include a risk assessment in relation to the student's wellbeing and safety presented to the relevant Deputy Principal.
- The Deputy Principal's actions will be determined by the outcome of the risk assessment.
- This could include contacting the Police or any other action to verify student's whereabouts.

**STEP 9: End of week follow up**

- At the end of the week, the Student Services Officer sends an email to parents/carers in regards to any absences that have not been explained from that week. Parents/Carers are informed that if they do not explain the absence within seven days of the absence, it will be recorded using code A (Unjustified).



# PRIMARY MONITORING OF ATTENDANCE

S2: APPENDIX C

## Staff Training

- All staff are informed regarding attendance monitoring/recording at the commencement of the academic year and during the year. The DPP and the relevant HoJP/HoSP will regularly remind staff about their responsibilities in monitoring attendance and the associated follow up.

## Management of lateness

- The class teacher makes contact with a parent/carer in person or by phone to discuss lateness of a student if:
  - A pattern of lateness is observed for a period of time (eg several times within a fortnight, with no apparent and/or justified reason)
- The class teacher documents the discussion/phone call and continues to monitor the lateness. This is documented in T:\Primary\Attendance.
- The class teacher informs the HoJP/HoSP if the lateness or pattern of lateness continues, who at this point will contact parents/carers.
- If there is still no improvement, HoJP/HoSP will inform the DPP who may make contact with parents/carers.
- If there is still no improvement, DPP will inform the Principal for further action.
- Periodically, lateness notifications will be generated by Sentral to the HoJP/HoSP.

## Extended Explained Absence, Chronic Absence and/or Patterns of Absence

- The class teacher makes contact with a parent/carer in person or by phone to discuss absences of a student if:
  - A pattern of absence is observed for a period of time (eg several times within a fortnight, with no apparent and/or justified reason; or every Monday over the period of a month)
- The class teacher documents the discussion/phone call and continues to monitor the absences. This is documented in T:\Primary\Attendance.
- Periodically, absence notifications will be generated by Sentral to the HoJP/HoSP.
- The HoJP/HoSP investigates concerning absences and decides on a plan of action which could include contacting parents/carers or verifying absence and informing class teachers.
- The HoJP/HoSP informs DPP if absence continues. DPP will investigate and contact parents/carers, and an attendance plan will be created, using specific strategies and goals based on the reason for the non attendance. A copy of the plan will be sent to the Principal.
- If there is no improvement, the DPP will inform the Principal for further action, based on available intervention strategies.
- Forming part of a risk-based approach, the further actions could include:
  - determining whether or not the non-attendance is a child protection matter (neglect)
  - warrants a report to DCJ, based on the student being at risk of significant harm

## Recordkeeping

- Records of any staff member contacting a parent/carer or any other action taken is stored in T:Primary\Attendance.
- Records of HoJP/HoSP/DPP contacting a parent/carer or any other action taken is stored in T:Restricted Groups\Primary Leadership\Welfare\Student Files
- Student Files from Year 6 are transferred to Secondary and placed in T:Restricted Groups\Wellbeing Team.



# SECONDARY MONITORING OF ATTENDANCE

## S2: APPENDIX D

### Staff Training

- All staff are informed regarding attendance monitoring/recording at the commencement of the academic year and during the year. The DPS and the relevant DoS7-9/DoS10-12 will regularly remind staff about their responsibilities in monitoring attendance and the associated follow up.

### Management of lateness

- Students require a note from parents/carers explaining lateness within seven school days.
- Senior students, who have flexi time, must sign in or out using the Attendance Station in Student Services. The late slip must be presented to the Class teacher.
- Periodically, lateness notifications will be generated by Sentral to the DoS7-9/Dos10-12.
- The DoS7-9/Dos10-12 will then make contact with a parent/carer to discuss the lateness of the student if:
  - A pattern of lateness is observed for a period of time (eg several times within a fortnight, with no apparent and/or justified reason)
- The DoS7-9/DoS10-12 documents the discussion/phone call and continues to monitor the lateness. This is documented in T:\Restricted Groups under the Relevant Dean of Students folder.
- The DoS7-9/DoS10-12 will inform the Family Group teacher that this has taken place.
- The DoS7-9/DoS10-12 investigates concerning absences and decides on a plan of action which could include contacting parents/carers or verifying absence and informing teachers.
- The DoS7-9/DoS10-12 informs DPS if absence continues. DPS will investigate and contact parents/carers, and an attendance plan will be created, using specific strategies and goals based on the reason for the non attendance. A copy of the plan will be sent to the Principal.
- If there is no improvement, the DPS will inform the Principal for further action, based on available intervention strategies.
- Every week, a lateness report will be prepared by Student Services - Attendance and presented to the DoS7-9/DoS10-12 to assess a pattern of lateness.

### Extended Explained Absence, Chronic Absence and/or Patterns of Absence

- Periodically, absence notifications will be generated by Sentral to the DoS7-9/Dos10-12.
- The DoS7-9/DoS10-12 investigates absence and decides on a plan of action which could include contacting parents/carers or verifying absence and informing class teachers.
- The DoS7-9/DoS10-12 informs DPS if explained absence continues.
- The DPS will investigate and contact parents/carers.
- If there is no improvement, the DPS will inform the Principal for further action.
- Forming part of a risk-based approach, the further actions could include:
  - determining whether or not the non-attendance is a child protection matter (neglect)
  - warrant a report to DCJ, based on the student being at risk of significant harm.

### Recordkeeping

- Records of the DoS7-9/DoS10-12/DPS contacting a parent/carer or any other action taken is stored in T:\Restricted Groups\Wellbeing Team



# UNCONFIRMED DESTINATION UNKNOWN NOTIFICATION

S2: APPENDIX E

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[Date]

[Name]

[Email Address]

Dear .....

Your child(ren) [add name] has been withdrawn from the College effective [add date]. You have not indicated the school [name] will be attending.

Please notify the College in writing ([principal@tcc.nsw.edu.au](mailto:principal@tcc.nsw.edu.au)) within five business days of [add name]'s new school. Failure to do so will result in the NSW Education Department being informed that [add name]'s destination is unknown.

Your support in regards to this urgent matter is appreciated.

Yours sincerely,

Johan Griesel  
Principal





# STUDENT LOCATION UNKNOWN NOTIFICATION

S2: APPENDIX F

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[date]

[Parent/Carer Name]

[Email Address]

Dear ,,,,,,,,,,

Your child [add name]) has been absent from the College since without any notification. The College has attempted to contact you without any response.

Please contact the College to confirm your child's enrolment by [date]. If you have not made contact by this date, this will be considered confirmation of withdrawal and your child will be removed from the enrolment register.

The College views the non-response as a withdrawal of enrolment effective [add date of first day of non-attendance] and the College will inform the NSW Education Department that you have not notified the College of [add name] new school.

Yours sincerely,

Johan Griesel  
Principal



# STUDENT DESTINATION UNKNOWN NOTIFICATION

S2: APPENDIX G

This form has been prepared to provide a Department of Education Home School Liaison Officer (HSLO) with details where the enrolment destination of a student of compulsory school age is unknown.

<b>Name of College:</b>	Toongabbie Christian College
<b>Location of College:</b>	30-40 Metella Rd Toongabbie 2146
<b>College contact details:</b>	(02) 8863 2952 enquiries@tcc.nsw.edu.au

<b>Student Name:</b>	
<b>Date of Birth:</b>	
<b>Last known address:</b>	
<b>Last day attended:</b>	
<b>Has the student enrolment been withdrawn and parent notified:</b>	Date:

<b>Parent/Carer Name(s):</b>	
<b>Contact details:</b>	

<b>Possible destination:</b>	
<b>Other relevant information:</b>	
<b>Any risks associated with contacting the student or parent/carer?</b>	
<b>Outline what efforts the College has taken to locate the child/ren:</b>	

Principal Name: Dr Johan Griesel

Principal Signature:

Date:



# ADVANCE NOTICE OF STUDENT ABSENCE

S2: APPENDIX H

## ADVANCE NOTICE OF STUDENT ABSENCE\*

(\*This document does not represent an application for exemption from School attendance)

### STUDENT DETAILS (Please use one form for up to 4 children)

#### To be completed by student's parents

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

Class \_\_\_\_\_ Date of birth \_\_\_\_\_

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

Class \_\_\_\_\_ Date of birth \_\_\_\_\_

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

Class \_\_\_\_\_ Date of birth \_\_\_\_\_

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

Class \_\_\_\_\_ Date of birth \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Notified Absence (from) \_\_\_\_\_ (to) \_\_\_\_\_ (inclusive)

Number of school days\* \_\_\_\_\_

*\* If the absence exceeds 5 school days for the purpose of travel, parents/carers are required to complete the "Application for Extended Leave – Travel" form.*

#### Notice regarding Year 10-12 Students

It is critically important that students identify all NESA (Official RoSA, Preliminary and HSC) Assessment Tasks that are due during the period of leave. Misadventure will not be considered under Advance Notice of Student Absence. Due dates remain intact as per Assessment Booklet. Extenuating circumstances may be considered.

Noted by parent/carer

#### Notice regarding Year 7-9 Students

Preferably the due dates are consistently met when assignments fall due. It remains the responsibility of students to make arrangements with teachers how and when assessment tasks will be completed. Extenuating circumstances may be considered.

Noted by parent/carer

#### Reason for notification (Please tick: ✓)

Medical/paramedical appointment

Travel in Australia and overseas

Serious illness of an immediate family member

Attendance at a funeral

Participation in special events not related to school

Misadventure for unforeseen event

**Please provide more detail about the reason for the notification:**

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Parent/Carer \_\_\_\_\_ Date \_\_\_\_\_

**Absence noted by Principal** (initials) \_\_\_\_\_

**Absence recorded** by TCC Staff as notified by parent/carer \_\_\_\_\_ Date \_\_\_\_\_

*(A copy of this form will be sent to the parent/carer once noted on the student attendance roll.)*



# APPLICATION FOR EXTENDED LEAVE - TRAVEL

S2: APPENDIX I

## APPLICATION FOR EXTENDED LEAVE – TRAVEL

**NOTE:** Parts A, B and C are to be completed by the student's parent/carer and returned to the College Office.

### PART A: STUDENT DETAILS

Please complete the table below with details of all students at this College associated with the period of travel.

Family Name	Given Name	Date of Birth	Age	Grade

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Date of extended leave applied for: From \_\_\_\_\_ to \_\_\_\_\_

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

Reason for travel:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Relevant travel documentation such as an e-ticket or itinerary (in the case of non-flight bound travel within Australia only) must be attached to this application.

Travel documentation is attached (please tick to confirm)

### PART B: DETAILS OF PRIOR/CURRENT EXEMPTIONS (if applicable)

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

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

Copy of prior **Exemption/Extended Leave – Travel** attached: (Please tick) Yes  No

## PART C: PARENT/CARER DETAILS

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

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

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

As the parent of the above mentioned student/s, I hereby apply for a *Certificate of Extended Leave – Travel* and understand my child will be granted a period of extended leave upon acceptance by the principal of the reason provided.

I understand that if the application is accepted:

- the exemption is limited to the period indicated I am responsible for his/her/their supervision during the period of extended leave
- the provided period of extended leave is limited to the period indicated
- the provided period of extended leave is subject to the conditions listed on the *Certificate of Extended Leave – Travel*
- the period of extended leave will count towards my child's absences from school.

I declare the information provided in this application for a *Certificate of Extended Leave - Travel* 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 *Application for Extended Leave - Travel* may result in the provided period of extended leave being cancelled.

Signature of parent/carer \_\_\_\_\_ Date \_\_\_\_\_

**PART D: TO BE COMPLETED BY THE PRINCIPAL**

I accept this **Application for Extended Leave - Travel**

Yes       No

Please provide more detail here (if required):

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\_\_\_\_\_  
**Dr Johan Griesel, Principal**

\_\_\_\_\_  
Date

College Office (02) 8863 2952

**COLLEGE NOTES**

- Please complete the **Certificate of Extended Leave – Travel** if requested leave is approved.
- The original certificate is to be given to the parent, with a copy kept on the student’s file.
- The parents should be advised to carry the Certificate as it may be requested by government officials including Department of Immigration and Border Protection, Police, Home School Liaison Officers etc.





# CERTIFICATE FOR EXTENDED LEAVE - TRAVEL

S2: APPENDIX J

## CERTIFICATE OF EXTENDED LEAVE – TRAVEL

[Date]

[Name]

[Address]

[Address]

Dear [Mr and Mrs]

This letter is in response to your **Application for Extended Leave – Travel** for the following student/s from attendance at school from [date] to [date]. This application was for a total of [number] school days, for the purpose of travel.

- <Student Name> <DOB> <Age> <Grade>
- <Student Name> <DOB> <Age> <Grade>
- <Student Name> <DOB> <Age> <Grade>

The principal has accepted that this leave is necessary or desirable and has granted a period of extended leave from [date] to [date] for [Student Name/s].

This period of extended leave will count towards your child's absences from school. This is on the condition that the leave is limited to the period indicated, and the parents/carers are responsible for the supervision of the above mentioned student/s during the period of extended leave.

The provided period of extended leave is subject to the condition that \_\_\_\_\_. Please be aware that should statements in your application later prove to be false or misleading any decision made as a result of this application may be reversed. Failure to comply with any condition set out in the Application for Extended Leave - Travel may result in the provided period of extended leave being cancelled.

Parents/carers are advised to carry this Certificate as it may be requested by government officials including Department of Immigration and Border Protection, Police, Home Liaison Officers etc.

If you wish to discuss this certificate further with me please contact the College on 8863 2952 to arrange an appointment.

Yours sincerely,

Johan Giesel  
Principal

**This certificate has been issued without alteration and must be produced when requested by Police or other authorised Attendance Officers.**