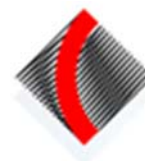


Cherrybrook Technology High School

School Attendance Policy



DET Links

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Preamble

Regular attendance at school is essential if students are to maximise their potential. Schools in partnership with parents are responsible for promoting the regular attendance of students. Early detection of poor attendance and prompt, positive intervention measures are essential in identifying and assisting students with unsatisfactory attendance.

Policy

Under the Education Act (1990) all students between the ages of six and seventeen are required to be enrolled and attend school on each day that instruction is provided. The Act specifies that all schools must maintain an accurate record of daily attendance of all students. Such a document has legal status and may be used to prepare a statement for use in court. All teachers have a legal responsibility to maintain accurate rolls of student attendance, both during roll call and all lessons. Parents are legally responsible for their child's attendance at school and are required to explain the absences of their child to the school promptly and within seven school days.

Procedures

1. School Attendance Records
 - All students in Years 7 to 11 are required to attend roll call in their designated Stage roll call grouping, or specialist roll groups, and allocated classroom. Year 12 students register attendance by using the finger scanning system located at the front office. Roll call begins at 8.30am and all staff and students are expected to arrive punctually.
 - Rolls are marked electronically on Sentral. Teachers are to collect a roll folder from the staff common room. Roll call teachers are to use the exception method, marking absences only with an 'a' and count students to check the accuracy.
 - Roll call concludes at 8.40am and no student is to leave before this time. Students arriving between 8.30am and 8.40am are to go directly to their roll call room. The roll call teacher is to amend the roll.

- Daily Notices are to be read and any notes or receipts in the pocket of the roll folder are to be distributed.
- A responsible student is to be selected as a Roll Monitor, responsible for returning the roll folder to the Student Services window at the end of roll call each day.
- An absence from school is only valid for illness, emergencies, pressing family concerns or school business. In such circumstances an explanatory note, signed by a parent or caregiver must be given to the roll call teacher or placed in the letter box outside the rolls office window on the day the student returns to school or within 7 days of the occurrence, as the law requires. The absence is 'unjustified' until notification is received.
- Absences from school will be recorded in alignment with the Attendance Registration Codes 2015

2. Late Arrival and Truancy

- Students arriving after 8.40am are to record their arrival at the rolls office and provide a written explanation for their lateness. Failure to provide an acceptable explanation will result in the student being given a lunch time detention by the Head Teacher rostered for duty on that day. Students will be issued with a *Late to School slip* in order to gain access to class.
- Teachers are required to record accurately the attendance of each student on the PxP system in Sentral for their class for every lesson and retain this record until the end of the school year.
- All incursions, excursions and partial absences are entered by office staff each day.
- Each morning an assigned office staff member will run a truancy check on all classes. Any unjustified absence is then given to the assigned Head Teacher for further investigation.

3. Common Leave Passes

- Any student wishing to leave school premises during normal school hours must provide a note signed by a parent/caregiver requesting permission for the student to leave at the stated time. This note is to be taken to the Student Window before school and an *Early Leavers Pass* will be issued. This pass needs to be shown to the teacher before the student can leave class and must be retained by the student at all times. Authorised attendance officers, including police officers, have the authority to direct students to return to school if they do not have a valid leave pass.
- Students in Years 11 & 12 are able to apply for a *Study Leave Pass* from the Deputy Principal if they do not have timetabled lessons in double periods or in a single period at the beginning or end of the school day. Requests for study passes must be made in writing and signed by a parent/caregiver. Students who have approved study leave are provided with documentation identifying the specific times that they are not required to be at school and must carry their pass at all times. These names and times will be provided to the SASS and recorded as flexible on the attendance register.

4. Exemption from Attendance at School.

- Under Section 25 of the Education Act 1990 principals have been delegated the power to grant a Certificate of Exemption from the requirement to attend school for periods totalling up to 100 days in a 12 month period for any one student. Exemptions will only be granted due to exceptional circumstances where it is in the best educational interests of the student.
- The *Application for Exemption from Attendance at School form* is available from the HT Student Programs. It must be completed and returned to school prior to the leave being undertaken. If granted by the Principal, an official Exemption from School Certificate will be issued.
- Where an application for exemption from school totals 100 days or more will be referred to the Executive Director of school as stated in the *Students Attendance in Government School – Procedures PD20050259*

5. Application for Part Day Exemption from School

- Where it is considered in the best interest of the student an *Application for Part Day Exemption from School* may be granted. The Head Teacher Student program is responsible for coordinating communication with the Learning and Engagement Officer in order to seek approval for the plan.
- In the case of an *Application for Part Day Exemption from School* being part of a health care plan, the case coordinator will discuss plan with the parents and seek to obtain information from health care professional responsible for the health care of the child.
- In the case of an *Application for Part Day Exemption from School* being part of a behaviour transition plan, the Deputy will discuss the plan with the parents.
- In all other cases inquiries regarding an *Application for Part Day Exemption from School* are to be directed to the HT Student Programs

6. Application for Extended Leave - Travel.

- A Certificate of Extended Leave - Travel will be issued where the Principal considers that the application for leave is in the best interest of the students. Approved applications for extended leave travel will be recorded as Leave.
- The *Application for Extended Leave - Travel* form is available from the front office or can be downloaded from the schools website. It must be completed and returned to school prior to the leave being undertaken. If granted by the Principal, an Exemption Certificate of Extended Leave - Travel will be issued.

7. Attendance Monitoring

- Attendance information is recorded daily from Sentral, the school's computerised administration system, by SASS. This attendance information must be written back regularly and accurately to the Department's electronic attendance register.
- Parents are automatically notified of their child's absence via a SMS text messaging system as early as possible on the day of the absence and are requested to provide

an explanation in writing for their child's absence within 7 days of returning to school.

- Absentee Notice – *Compulsory School Attendance letters* are generated twice a term notifying parents of any full or part day absences that have not been explained. The total number of absences for each semester is also recorded on students' school reports.
- It is the responsibility of the Head Teacher Student Programs to monitor overall attendance patterns and to investigate any pattern of attendance that gives rise to concern. A range of school based strategies that have the welfare of the student as their focus are implemented according to the specific student and reasons for non-attendance.
- If school based interventions prove unsuccessful support from the Home School Liaison Program is requested and a formal *Attendance Improvement Plan* may be put in place.

8. Shared Enrolments

- Where a student is in attendance at a specialist education setting in line with the Department's Enrolment Policy, the attendance register will be amended to denote that the student is attending the specialist education setting. It is the responsibility of the Head Teacher Student Programs / HT Welfare to communicate amendments to office administration/enrolment officer.

Updated: May 2016