



KNOWLEDGE IS THE ULTIMATE SOLUTION

Attendance Policy

Western Grammar School
15 Cannery Road, Plumpton, NSW 2761

Attendance Policy

Rationale:

The school is required to monitor student attendance very carefully. When students do not arrive at school, it is the school's responsibility to ensure that the children are safe.

The Attendance Roll:

- The Attendance Roll is a legal document.
- It must be completed daily and it must be checked that all attendances are registered accurately.
- It can be requested for use as evidence in the following cases at court:
 - Divorce/Custody.
 - Truancy.
 - Injuries.
- The attendance roll should never leave the school premises.
- It is the only item the teacher should take from the classroom in the event of fire.
- Please ensure that it is stored in one place and that it is accessible.
- Tally the total present each day.
- Place a mark against each child's name if they are absent
- (Refer to directions on the front of the register for correct procedures).
- Always mark attendances yourself. Never allow the children to do this. Teachers are held responsible for information entered in the roll.

General Instructions:

- The Attendance Roll is a record of the school and shall be kept in the school.
- The roll, which shall be original and not copied, shall always commence on the 1st day of the term 1 (January) of each year and terminate on the last day of the term 4 (December) of the year.
- The names of all children attending the school shall be entered in the order of their enrolment and their ID number will be included.
- The roll shall be called, and marked in black ink, and only those children who are present at roll-call and answer to their names shall be marked as present.
- The date and reason of absence will be noted in the Absences Details page. Details of absences will be recorded in the Absentee Children file.
- Absentee Notes will be kept in the appropriate student's file and it will be marked as received on the Absentee Children file.

Withdrawal by adult during school time (early leave):

- No child will be released from the classroom without a Late Note or Early Leave note from the office.
- If an adult, other than the mum or dad, collects a child, the office admin will first confirm the collection with the student's parents or guardian via telephone. The office admin will also take a copy of the adult's license and keep it in the student's file.

Late Arrival at School:

- Students who arrive at school after 8.35 am (morning assembly) are late and need to report to the office. Parents/Guardians need to complete a *Late Arrival Note* at the office. The student will be marked as Partial Absence.

Absences:

- Parents/Guardians need to inform the school of their child's absence and the reason via telephone on the day of absence. Parents and students must be encouraged to bring a letter of explanation on the day they return to school.
- If a student is going overseas during school days, the parents/guardian must fill out a Principal's Leave form noting the duration of their child's absence from school and must have it approved by the principal and/or assistant principal.
- All letters from parents should be sent to the office to be filed into the appropriate student's file.
- The office admin are to ensure that unexplained absences are followed up by sending an *Absentee Notice* after 3 days.
- Parents/Caregivers will be telephoned by the Assistant Principal regarding poor attendance at school.
- Continues absences will result in parents being called for an interview to discuss the issue and ways to improve attendance.
- If an unsatisfactory response is received, the school will notify the school liaison officer or in extreme situations Community Services.
- WGS will transfer unsatisfactory attendance information to the student files.

WGS will take every measure possible to improve attendance, this will be done in conjunction with parents, teachers and students.

Student Transfer /Withdrawal:

If a student leaves Western Grammar School, they are required to complete a withdrawal/transfer form. (Copy stored in student file)

If student has left without notification, we will take the following steps:

- Contact the parents by phone or email.
- Write a letter asking them to complete a transfer form and post to our office.
- If no reply is received, contact school liaison officer to advise of the students departure.

Register of Daily Attendance:

- The daily attendance registers are used by all class teachers. The daily attendance registers are important legal documents. Teachers follow instructions carefully and complete details accurately.
- The daily attendance registers are used to record absence and partial absence.
- This information is then transferred to the computer in the office.
- The daily attendance registers is initialled by the teacher each day to indicate that the roll was marked.
- Every day, after the rolls are marked Admin calls the parents/guardian of absent students to ensure the safety and wellbeing of the student and to find out the reasons of absence.
- The daily attendance registers are sent to the office by 8:35 am each day with all notes from parents/guardian etc.
- The daily attendance registers are confidential and are kept under locker, away from the access of others.
- At the end of each term, the daily attendance registers are transferred to the principal office in a lockable cabinet.
- The daily attendance registers will be kept for a period of seven years after the last entry, in the locked filing cabinets, in the secured store room.

Register of Enrolments:

- All students who have enrolled at our school will be entered into the Student Register.
- Each student is given a student ID as an admission number.
- The student's date of birth, religion, admission date, previous school, date left, destination, and the names of the father, mother or guardian is always recorded in the register.
- This register will be retained for a minimum period of five years before archiving.

Details for the register of daily attendance

Absentee Children Term ____ Year ____					
Date	Last Name	First Name	Year	Reason of Absence	Sick-Note
Week 1					

Details for the register of enrolments:

N o.	Stude nt ID	Last Name	First Name	Y r	Sta tus	Start Date	E-mail Address	Previous School/Presch ool	Date of Birth	Home Phone	Father Name	Father's Mobile	Father's Schooling	Father's tertiary

Fathers Occupation	Language Spoken at home	Place of Birth	Mother's Name	Mother's Mobile	Mother's Schooling	Mother's tertiary	Mother's Occupation

Language Spoken at home	Place of Birth	Address	Cit y	Stat e	Post Code	Medicare No.	Doctors Name	Doctors Phone Number

Allergies/Medical Condition	Medications	Emergency Contacts Name	Emergency Contact No.	Also picked up by

Exemption from Attendance:

Principals, Assistant Principal may grant exemptions from attendance from school due to:

- Exceptional domestic circumstances, including but not limited to participation in family holidays during school term subject to being satisfied that this is in the best educational interests of the child
- Exceptional circumstances such as health of the student where sick leave or alternative enrolment is not appropriate
- The child being prevented from attending school because of a direction under section 42D of the *Public Health Act 1991*
- Employment in the entertainment industry or participation in elite sporting events for short periods of time i.e. for one or two days, and at short notice.

A parent must apply on a Principal's Leave form for such exemptions and get it approved from the Principal. A parent may obtain these forms from the office.

APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE

Student's Name _____ Class/Year _____

Home Address:

I wish to apply for my child to be absent from school between the following dates:

Leave Required From _____ To (Date Return to School) _____.

Reasons for Leave/absence from school:

I am applying for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to irregular school attendance.

Name of Parent/Carer making application _____

Signed _____

Date _____

Approval by School Principal/Assistant Principal

Name: _____

Signed: _____

Date: _____