



STUDENT ATTENDANCE PROCEDURES

Register of Enrolments

The Registrar is responsible for collecting and recording items 1-4 below that are provided by the parent or guardian on the enrolment application form and the enrolment contract:

1. Student's name, age and address.
2. Name and contact telephone of parent or guardian.
3. Collecting student information (including MCEEDCDYA background information).
4. Information on previous school/pre-enrolment for a student older than 6 years.

The Principal is responsible for obtaining the destination of a student leaving the school and notifying the HSLO at DET if the destination of the student of mandatory school age is unknown.

Regarding data on absences where a student is absent for 30 days, the Principal should access the mandatory reporters section of the Keep Them Safe website www.keepthemsafe.nsw.gov.au to determine whether a report is required.

Student Attendance and Absence Recording

In accordance with NSW state law, absence from school for any period of time during the day requires notification from a parent or guardian.

In the case of a family holiday/travel during the school term, the parents/guardians are requested to submit an *Application for extended leave* to the Principal and supply travel documentation. If the Principal accepts the reason a *Certificate of extended leave - travel* is given and the student attendance record shows a notified absence. If the period of time applied for exceeds a term, the parents/guardians are requested to consider distance education.

Reporting of Unexplained Absences Procedure

3 days unexplained

- Primary and secondary student support staff report to their head of school (HOS).

7 days unexplained

- Primary and secondary student support staff report to their HOS.
- HOS will advise class teacher (primary) and year coordinator (secondary) who will call or email parent/caregiver.

14 days unexplained

- Primary and secondary student support staff report to their HOS and the Registrar.
- HOS will inform parents/caregivers of college reporting procedures.

21 days unexplained

- Primary and secondary student support staff report to their HOS.
- HOS will go onto the Keep Them Safe website to complete the *Online mandatory reporter guide*.
- HOS will advise the Registrar and provide any documentation for the student file.

Student Absence Procedures

Primary Students

Absence for an entire day/s

Parents/guardians are requested to notify the school by 8.30am if their child will not be attending that day and prior notification has not been given. Notification can be made by phoning the student absence line and leaving a message which is recorded in a register by the primary administration office. If this notification is not given, the school will contact the parent/guardian.

Absence within a day

Parents/guardians and students should complete the late arrival and early leaving procedure at the primary administration office.

Secondary Students

Absence for an entire day/s

Parents/guardians are requested to notify the school by 8.30am if their child will not be attending that day and prior notification has not been given. Notification can be made by phoning the student absence line and leaving a message which is recorded in a register by the secondary administration office. If this notification is not given, the school will contact the parent/guardian.

Absence within a day

Late arrival: Students in Years 7-11 must report to the secondary administration office immediately on their arrival at school to register. They must be accompanied by a parent/guardian after 9.10am. After this is done they report directly to their current class and show their late slip to their class teacher.

Early Departure: If a student has an appointment during school hours they are required to bring a note written, signed and dated by a parent/guardian. This note must be shown to the student's class teacher immediately prior to their departure. When dismissed from class, students are required to report to the secondary office and wait for a parent/guardian to sign them out before leaving the school.

Return after partial absence: If a student returns to the school that day, the procedure that applies is identical to that for late arrival.

Year 12 students who have Period 1 classes are expected to attend roll call and so are required to attend the school at the beginning of the day. Year 12 students who have study periods during Periods 1 and 2 may arrive to the school after the start of the school day and are expected to sign in at the secondary office upon arrival. Year 12 students may leave the school at the end of their last scheduled lesson of the day. They must sign out at the secondary office. This should be regarded as a privilege rather than a right, and any breaches of these procedures may put this privilege at risk of being forfeited.

Students who fail to comply with these guidelines will be treated as truants and their parents will be informed.

A list of daily absences is available to BDC staff in the Teacher Kiosk.

Staff Roll Marking Procedures

Primary and Secondary

Roll Call or Period 1 Monday

1. Log in to the Teacher Kiosk.
2. Select the class for the relevant period on the teacher's My Timetable page.
3. Click 'edit roll'.
4. Default is 'present'. For students who are not physically present at the time the roll is marked, select 'absent from school' from the drop down menu.
5. Click 'save' at the bottom right of the screen. Once saved no further changes can be made to the roll at this time during Roll Call or Period 1 Mondays. Students who arrive to Roll Call or Period 1 Monday after the roll has been marked must be directed to the primary or secondary offices respectively to have their arrival noted and a late to class slip printed.

Secondary roll marking for all other periods

1. Within the first 10 minutes of the period, log in to the Teacher Kiosk.
2. Select the class for the relevant period on the teacher's My Timetable page.
3. Click 'edit roll'.

4. Default is 'present'. For students who are not physically present at the time the roll is marked select 'absent from class' from the drop down box beside the student's picture. The Detailed Absence Entry page will automatically open.
5. Click the tab beside 'reason' and select one option that best describes the reason for the absence. If an absence cannot be explained click the reason 'unexplained'.
6. Investigate the unexplained absence with the student at the next available opportunity.
7. If a student who is present has been marked as 'absent from school', immediately direct the student to the secondary office.
8. If a student arrives late, after the roll is marked, click on 'absent from class' and change to 'late to class'. The Detailed Absence Entry page will automatically open. If the lateness cannot be adequately explained, for example running late between classes, click the reason 'unexplained'.

RELATED POLICIES AND PROCEDURES

[Student attendance policy](#)

[Exemption from attendance/enrolment policy](#)

[Exemption from attendance procedure](#)

Alan Ball

PRINCIPAL

Approved: March 2016