



SCHOOL ATTENDANCE PROCEDURES

DIOCESE OF WAGGA WAGGA

Procedure Number	105/07
Procedure Name	School Attendance Procedures [Roll Marking]
Applicability	All System Schools
Contact Person	Director of Schools
Procedure Status	Reviewed
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Date Last Amended	August 2009
Related Policies/Documents	<ul style="list-style-type: none"> • Pastoral Care Policy • Enrolment Policy • Enrolment Procedures • Electronic Roll Marking Procedures
Review Period:	Continuing

SCHOOL ATTENDANCE PROCEDURES FOR DIOCESAN SYSTEMIC SCHOOLS

1. Attendance Requirements for all Member Schools

- a. A register of attendance (roll) must be maintained for all students enrolled at the school.
- b. Electronic Roll Marking should be used in all schools.
- c. The roll must be marked daily on all days that the school is open for instruction – this includes sport days, excursions and swimming carnivals.
- d. Students involved in off-site activities organized by the school are not recorded as absent. They are recorded as present – out of class.
- e. In schools the attendance roll is to be marked at least once a day.
- f. The only symbols and codes to be used are described in ***ELECTRONIC ROLL RECORDING CODES*** [Electronic Roll Marking Procedures].
- g. Attendance registers are maintained electronically (schools have been provided with the SAS2000 school administration system which can be used for recording attendance data electronically) and a hard copy generated and certified for safekeeping each week. These hard copies are retained as a permanent record of attendance. Where a hard copy is to be amended, a line must be ruled through the existing entry and an amendment made above – any amendment is also made electronically.
- h. Notes and records of verbal explanations from parents are retained at the school, and recorded with SAS2000.
- i. Principals may approve leave for a student, noting the time of the year. This has consequences for the School Certificate and Higher School Certificate.
- j. All cases of unexplained absences are to be followed up by the principal or appropriate personnel.
- k. Attendance registers must not be taken off site except in circumstances where destruction is likely (fire, flood etc) – normal practice of offsite backup (data tapes etc) is an exception to this requirement.

2. Procedures to be Followed for Unexplained Absences

- a. The parent/carer of the child is to be contacted by appropriate personnel – parent/carer is the person who enrolled the student.

- b. The parent/carer needs to be informed that they have a legal obligation to notify the school about their child's absence.
- c. If the school feels that the absence has not been appropriate ie. truancy, the school at this time needs to make an appointment for the parent/carer to meet with the appropriate school personnel to put procedures in place for the student to be able to meet legislative requirements in their attendance at school.
- d. NSW Board of Studies guidelines require evidence that a Department of Education and Training Officer with home school liaison responsibilities has been notified.
- e. Once the report has been made it needs to be recorded in the attendance register.
- f. Following the report to the Board of Studies the principal has an obligation to report this to Department of Community Services (DoCS).
- g. Once the report has been made it needs to be recorded in the attendance register.

3. Register of Enrolment

All schools are required to maintain a register of enrolments which must contain the following information for each student:

- name, age and address
- the name and contact telephone number of parent(s)/guardian(s)
- date of enrolment and, where appropriate, the date of leaving the school and the student's destination
- for children older than six (6) years, previous school or pre-enrolment situation
- where the destination of a student below seventeen (17) years of age is unknown, evidence that a Department of Education and Training Officer with home school liaison responsibilities has been notified of the student's name, age and last known address.

The register of enrolments must be retained for a minimum period of five (5) years before archiving. The register of daily attendances must be retained for a period of seven (7) years after the last entry was made.