

The Riverina Anglican College	Policy No. 10	
Attendance to comply with 2012 RANGS Manual 3.8	Effective: November 2009 Revised September 2014	Page 1 of 3

The Riverina Anglican College maintains a register of enrolments on the Denbigh Administration System that includes 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**
- **previous school or pre-enrolment situation**
- **student background information for MCEECDYA**
- **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 Riverina Anglican College:

- monitors the daily attendance/absence of students
- identifies absences from school and/or class(es)
- follows up unexplained absences
- notifies parent(s) and/or guardian(s) regarding poor school and/or class attendance
- transfers information about unsatisfactory attendance to student files

Attendance records are maintained as follows:

1. All enrolled students are expected to attend school every day of each gazetted Term.
2. The roll will be marked by a staff member each morning at 9.00am. The staff will indicate every student who is present with a tick and those absent with an "a".
3. The Administrative Assistant will enter this information into the school's database and compile a list of absentees each day and inform teaching staff of those absentees. Absences are recorded according to NSW Attendance Register Codes:
 - a - for unexplained absences
 - b - for excursions
 - e - for suspensions
 - f - for flexible timetable
 - h - for shared enrolment with another institution
 - l - for leave accepted by the Principal

m - for exemption from attendance
s - for medical appointments or illness

4. Staff will report any anomalies to the Administrative Assistant especially where a student is missing from a class when they have not been included on the absentee list.
5. The Administrative Assistant will keep a record of all students marked absent and collate explanatory notes from parents.
6. All parents whose student has been absent without a permission note will be contacted by SMS on the day and sent a letter in the following three weeks if there is not adequate explanation of an absence.
7. Unexplained absences will be followed up by the Deputy Principal- Welfare with the assistance of the Year Patrons.
8. Where a student has been absent for 15 days or more in one Term, parents will be notified that the student's attendance is unsatisfactory and may impact on their progress at school and asking them to support the school in improving their attendance in the future. A copy of this letter will be kept in the student's file.
9. Where a student is absent without notification for over 30 days, the Principal will access the mandatory reporters section of the Keep Them Safe website www.keepthemsafe.nsw.gov.au to determine whether a report is required.
10. All students are required to sign in at the Office if arriving late or leaving early for any reason. A parent signature or note is required. If a student has no legitimate reason for being late, after three late arrivals in a two week period, a detention to make up time will occur.

Overseas Students and Attendance

Student visas include a condition that requires the student to progress satisfactorily and attend the classes for which they are enrolled. In the case of Overseas Students no absence from classes for more than five consecutive days without approval and a minimum of 80% of attendance of the scheduled course is required.

The Administrative Assistant will record the attendance of all students daily, transferring records from Roll Call each morning to the College's electronic data records. Records of part day absences will also be recorded electronically. She will liaise with the Year Patron if this minimum requirement for attendance is in danger of not being met. The student will be contacted and advised, in writing, of the attendance requirements. Support will be offered so that they are assisted to achieve their educational goals. The College may decide not to report a student who has attended 70% of the scheduled course and is able to provide documentation demonstrating compassionate or compelling circumstances for the absences.

The College will systematically monitor students' compliance with student visa conditions relating to attendance and be proactive in notifying and counselling students who are at risk of failing to meet attendance requirements. In accordance with section 19 of the ESOS Act, the College will notify the student in writing of its intention to report the student for not achieving satisfactory attendance. The written notice will inform the student that he or she is able to access the registered provider's complaints and appeals process as per 3.14 of the Guidelines (Complaints and appeals) and that the student has 20 working days in which to do so.

Where the student has chosen not to access the complaints and appeals processes within the 20 working day period, withdraws from the process, or the process is completed and results in a decision supporting the registered provider, the College will notify the student, the TPS Director and the Secretary through PRISMS within five business days that the student is not achieving satisfactory attendance.

Exemption of Enrolment

Where the parents of a student of compulsory school age seek an exemption from attendance at school or an exemption from enrolment, the school will process the parent's application in accordance with the guidelines from NSW Department of Education and Communities. (*In 2010, under section 25 of the Education Act 1990, the Minister delegated the power to the principal of a non-government school to grant and cancel a certificate of exemption from being enrolled and attending school in certain prescribed circumstances.*)

- a. Parents will submit the application and supporting documentation, where requested, to the Principal.
- b. The school Principal will consider the application in accordance with the criteria in the guidelines from the NSW Department of Education and Communities
 - c. Where the application is supported, the Principal will provide the original exemption certificate to the parents.
 - d. Where the application is not supported, the Principal will notify the parents.
 - e. Copies of the application and exemption certificate or notification are kept on the student's file.

Record Keeping

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

Attendance registers kept on the Denbigh System are backed up daily both at the College and at the Denbigh Office in Camden NSW.

