

# The Riverina Anglican College

Updated 31<sup>st</sup> August 2018. Due for review 31<sup>st</sup> August 2019.

## 1. Attendance Policy

The Riverina Anglican College is committed to complying with the Education Act 2009. The College:

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

The Riverina Anglican College maintains a register of enrolments – collected by the College Registrar, (hard copy in student's file) and also maintains these details with the register of attendance on The Riverina Anglican College Administration System (Synergetic) that includes the following information for each student:

- name, age and address
- the name and contact telephone number of parent/ carer
- 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
- daily attendance

## 2. Daily Routine

The College's day commences at 9:00 am and concludes at 3:10 pm. The daily programme is divided into 6 fifty minute lessons with a twenty minute recess at 10:50 am and a forty minute lunch break commencing at 12:50 pm. College sport is set down for Friday afternoons and appropriate sportswear should be worn to school. No student should be at the College before 8:15 am or after 4:15 pm unless involved in an activity with a staff member.

## 3. Absences and Punctuality

All students are required to attend every day that the College is open. Parents/ carers are requested to notify the College in writing, by way of note or email to the Front Office, using the form on the Skoolbag App or by email to [absences@trac.nsw.edu.au](mailto:absences@trac.nsw.edu.au) if the student is to be absent on a particular day, giving the student's full name and reason for the absence. In the case of illness or unexpected absences, a note or email must be sent to the College on the day the student returns explaining the reason for the absence. At the latest, notes must be

received by the College office within two weeks of the absence. This note is a legal requirement of the Board of Studies and will be kept in the student's file.

Where the absence is to be extended, for example two weeks or longer travelling, an application is to be made to the Principal. See Appendix 1 for Application for extended leave (two weeks or more) for students to travel during Term.

The College roll is marked in Homeroom or Year group meetings at 9:00 am through Synergetic. Synergetic compiles a report of absentees each day and the College Administration Officer informs teaching staff of those absentees via email before the end of Period 1. Absences are recorded according to NSW Attendance Register Codes:

- A - for unexplained or unjustified absences
- a - student absent for whole day with explanation
- B - for excursions/ College business
- E - for suspensions
- F - for flexible timetable
- H - for hospital schooling
- L - leave
- M - for exemption from attendance
- Pa - Student late or absent for part of the day
- S - for medical appointments or illness

If students arrive late they are required to report to the College office before going to class, where a late pass will be issued and the time noted. A note from a parent/ carer or guardian is required explaining the reason for the late arrival. Persistent lateness disrupts College life and will be further investigated.

A text message is sent daily to parents/ carers of students who are absent where no notification has been received. The Administration Officer will keep a record of all students marked absent and collate explanatory notes from parents/ carers. All parents/ carers 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. Only parents/ carers of students who have been marked absent at roll call or who have not signed in late will receive a SMS. Parent/ carer replies to this message giving the reason for the absence will be stored in the College Synergetic system and may be accepted as a note. Staff will report any anomalies to the Administration Officer especially where a student is missing from a class when they have not been included on the absentee list.

Unexplained absences will be followed up by the Deputy Principal - Wellbeing and Pastoral Care along with the assistance of the corresponding Head of Year. Where a student has been absent for 15 days or more in one Term, parents/ carers 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. 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](http://www.keepthemsafe.nsw.gov.au) to determine whether a report is required.

Where a student's attendance is deemed to be unsatisfactory, the school will employ the following strategies as deemed appropriate for the circumstances:

- Meeting with the parents/ carers to discuss the reasons for unexplained absences and providing support for the family to rectify the issues that have led to the unexplained absences.
- Developing a Student Attendance Improvement Plan in consultation with the student and / or the parents/ carers whereby undertakings are made by the student (where applicable) and the parents/ carers to restore the student's attendance to a satisfactory level over a 20 consecutive school day period.
- **Compulsory Attendance Conference**  
Where absences continue, despite commitment by parents/ carers and the student, then an attendance conference will be arranged with the parents/ carers, a school representative and a representative from the AIS. At this conference, the AIS will outline the responsibilities of the parents/ carers to ensure that the student has a satisfactory attendance record.

Should the unsatisfactory attendance pattern persist, the School, through the AIS will notify the Secretary of the Department of Education so that a compulsory conference can be organized with the Secretary prior to any legal action that the Department of Education may take.

#### **4. Leaving the College During the Day**

All students are required to sign in at the Office if arriving late or leaving early for any reason. A parent/ carer 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 letter will be sent home to parents/ carers. If your child has an appointment to attend during the school day, they must provide a note stating what time they will be leaving the College and whether or not they will return. Alternatively, parents/ carers are able to sign their children out at the College office if they need to leave the College during the course of the day and have not brought a note.

College Sport is held every Friday afternoon and is compulsory for all students. For those who are taken to venues outside the College for sport, a note from a parents/ carers must be given to the supervising teacher if the student is to be dismissed from the venue and not return to the College. If a parent/ carer collects a student from sport, they are required to personally inform the teacher.

Where there are custody and access orders from the Family Court parents/ carers should provide copies to the Principal.

#### **5. Exemption from Attendance/ Enrolment**

Where the parents/ carers of a student of compulsory school age seek an exemption from attendance at school or an exemption from enrolment, the school will process the parents/ carers application in accordance with the guidelines from NSW Department of Education and Communities.

### **Extended leave for travel in Australia or overseas**

Families are encouraged to holiday or travel during school vacations. If travel during term time is necessary, leave must be applied for **at least 3 weeks** in advance by writing to the Principal. If the travel leave being requested is **10 days or longer** they must complete the *Application for Extended leave - Vacation/ Travel (see Appendix 1)* and submit to the Principal who will determine if this leave is in the student's best interest in terms of their education. For periods of absence longer than 10 school days the family must supply the relevant travel documentation (e.g., e-ticket or travel itinerary) with their application.

The Principal will then formally reply either granting leave with a *Certificate of Extended Leave – Vacation/ Travel (see Appendix 2)* or declining the leave in writing. Families must retain this documentation for the period of time their family attends the school.

Special conditions may apply in the case of leave being granted. Examples of special conditions for lengthy leave may include (but are not limited to): completion of set tasks prior to the leave commencing, loss of marks due to missed assessments, alternative assessments, assessment of the student to ascertain which grade to return to, work being completed whilst away.

The following roll-marking procedures apply:

- If the Principal accepts the reason for absence, the absence will be marked as “L”

There are two different types of exemption:

*Exemption from Attendance* – see Appendix 1 Application for Extended Leave – Vacation/ Travel

*Exemption from Enrolment* – see Appendix 3 Application for Exemption from Enrolment

### **Procedure**

- a. Parents/ carers 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/ carers, see Appendix 2 and 3.
- d. Where the application is not supported, the Principal will notify the parents/ carers. A Certificate of Exemption should not be approved where the student has been the subject of contact with the Child Wellbeing Unit or a child protection report to Family and Community Services and/ or there are unresolved issues concerning a risk of harm. Prior to granting a Certificate of Exemption a risk assessment should be completed to identify and manage risks.
- e. Copies of the application and exemption certificate or notification are kept on the student's file.

## **6. 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 Synergetic System are backed up daily at the College.

# Appendix 1 Application for Extended Leave – Vacation/ Travel

THE RIVERINA ANGLICAN COLLEGE



## Application for Extended Leave – Vacation/ Travel

NOTE: PART A is to be completed by the student's parent and returned to their child's school principal.

### PART A: STUDENT DETAILS

Please complete table below with details of all students associated with the period of travel:

FAMILY NAME	GIVEN NAME	DOB	AGE	YEAR

Dates of extended leave applied for: From: \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

Number of school days: \_\_\_\_\_

Reason for travel: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### PART A: DETAILS OF PRIOR EXEMPTIONS/ EXTENDED LEAVE – VACATION/ TRAVEL (if applicable)

Date of prior exemption/extended leave: From: \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

Number of school days: \_\_\_\_\_

Date of prior exemption/extended leave: From: \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

Number of school days: \_\_\_\_\_

Copies of Certification of Exemption/Extended Leave – Travel attached (Please tick ) Yes  No

## Appendix 2 Certificate of Extended Leave – Vacation/ Travel

THE RIVERINA ANGLICAN COLLEGE



### Certificate of Extended Leave – Vacation/ Travel

The student/s whose details appear below has been provided a period of extended leave from school for the purpose of travel.

*Note: Where an application is made by a parent with more than one child a separate copy of this Certificate should be placed in each student's file.*

#### STUDENT DETAILS

Please complete table below with details of all students associated with the period of travel:

FAMILY NAME	GIVEN NAME	DOB	AGE	YEAR

Dates of extended leave applied for: From: \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

Number of school days: \_\_\_\_\_

Reason for providing the period of extended leave – vacation/ travel:

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Conditions applicable to providing the period of extended leave – vacation/ travel:

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It has been explained to the parent of the above mentioned student/s that they are responsible for his/ her supervision during the period of extended leave.

The parent acknowledges that the period of extended leave is limited to the period indicated and acknowledges that the provided period of extended leave is subject to the conditions listed.

Principal name: \_\_\_\_\_ Principal signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

**This certificate has been issued without alteration and must be produced when requested by police or other authorised attendance officers.**

# Appendix 3 Application for Exemption from Enrolment

THE RIVERINA ANGLICAN COLLEGE



## Application for Exemption from Enrolment at School To be completed by the student's parents

### Student Details

Family name: \_\_\_\_\_ Given name(s): \_\_\_\_\_

Age: \_\_\_\_\_ Date of birth: \_\_\_\_ (dd) / \_\_\_\_ (mm) / \_\_\_\_ (year)

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

School name: The Riverina Anglican College

Date of exemption applied for: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Reason for application for exemption:

Exceptional Domestic Circumstances

(including but not limited to participation in family holidays during school term subject to being satisfied that it is in the best educational interests of the child. Also including long term or infectious illness.)

Participation in a full time apprenticeship or traineeship

(for students leaving school before their 17<sup>th</sup> birthday and with the understanding that they will return to an educational facility if the apprenticeship/traineeship is abandoned)

Please provide more detail about the reason for the application for exemption here:

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## Appendix 4 Certificate of Exemption from Enrolment

THE RIVERINA ANGLICAN COLLEGE



### **Certificate for Exemption from Enrolment at School under Section 25 of the *Education Act 1990***

#### **STUDENT DETAILS**

Family name: \_\_\_\_\_ Given name(s): \_\_\_\_\_

Date of birth: \_\_\_\_ (dd) / \_\_\_\_ (mm) / \_\_\_\_ (year)

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

School name: \_\_\_\_\_

School's telephone number: \_\_\_\_\_

Date of exemption from: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to: Completion of the apprenticeship/  
traineeship

**This exemption is granted for the sole purpose of completion of education by  
completion of a full time apprenticeship/traineeship commencing in Year 10.**

1. The training contract is approved by State Training Services.
2. If the arrangement with the employer ceases the above named student must satisfy compulsory schooling requirements (i.e. complete Year 10 at school or at TAFE).
3. The employer must notify DEC in writing, through the principal, if the above named student does not complete the qualification or departs the program before the age of 17.

It has been explained to the parent of the above mentioned student that they are responsible for his/her supervision during the period of exemption. The parent understands that this exemption is limited to the period indicated, acknowledges that the exemption is subject to the conditions listed and that the exemption may be cancelled at any time.

Name of principal: \_\_\_\_\_

Signature of principal: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**This certificate has been issued without alteration and must be produced  
when requested by police or other authorised attendance officers**