



KOROWAL SCHOOL
Human-centred education • Kindergarten to HSC

Korowal School Limited

School Attendance Policy

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1. Document Control

Document name: School Attendance Policy
Document owner: Korowal School Limited ('Korowal')
Frequency of review: Within five (5) years of last review
Approved: Principal
Date approved: March 2019
Status: Current
Point of contact: Principal
Stakeholder distribution:

Distribution	Responsibility	Date
Exec	Review and Recommend for Approval	Feb 2021
Principal	Approval	March 2021

Version control:

Version	Date	Updated by	Description
1.0	28/3/19	Executive Team	Final

2. Policy Statement

Section 22 of the Education Act (1990) states that it is the duty of the parent of a child of compulsory school-age to cause the child:

- to be enrolled at, and to attend, a government school or a registered non-government school, or
- to be registered for home schooling with the NSW Education Standards Authority (NESA) and to receive instruction in accordance with the conditions to which the registration is subject.

All students who are enrolled at Korowal, regardless of their age, are expected to attend school whenever instruction is provided. Regular attendance at School is essential to assist students to maximise their potential and in partnership with parents, Korowal School is responsible for promoting the regular attendance of students. Encouraging regular attendance is a core school responsibility.

Section 24 of the Act requires principals to maintain an attendance register (roll) in a form approved by the Minister. Attendance registers must be available for inspection during school hours by a Board Inspector or by any authorised person.

3. Purpose

The purpose of this policy is to establish an effective, accountable and transparent framework in accordance with the Education Act to ensure that Korowal School meets its obligations in relation to Attendance of Students at school.

4. Scope

This policy applies to all students, parents and staff at Korowal School. This includes International Students.

5. Related Policies

The following policies should be read in conjunction with the Attendance Policy:

- *Enrolment Policy*
- *Whole of School Wellbeing Policy*
- *Safe and Supportive Environment Suite of Policies*
- *International Student Policy*

6. Legislation

This policy has been drafted to comply with:

- Education Act 1990
- 2010 Minister amended Act -delegation to the Principal

7. Definitions

For a full list of definitions relevant to the school policies, please refer to the [Definitions Register](#)

8. Principles

Korowal is committed to providing a safe and supportive environment where the risk of significant harm is minimized.

The School adheres to the following principles:

- **Safe and Supportive Environments**
This Policy supports the commitment by The School to create safe and supportive environments for students and staff. A safe environment is one where the risk of significant harm is minimised and students and employees feel safe and secure.
- **Respectful Relationships**
The School values relationships, in which an individual's personal growth can flourish in connection with other people.
- **Enhanced development for Students**
A supportive environment facilitates and enhances the social, academic, physical and emotional development of students, employees and all those involved with the work of the School.
- **Protection of Students**
The School is committed to fostering the wellbeing of students and to protect them from any form of exploitation, abuse or neglect.
- **Culture of Safety**
The School is committed to maintaining practices that create a culture of safety within which students and employees are supported and protected.

9. Responsibilities

9.1 Parents

- 9.1.1** It is the duty of the parent of a child of compulsory school-age to cause the child:
- (a) to be enrolled at, and to attend, a government school or a registered non-government school
 - (b) to be registered for home schooling with the NSW Education Standards Authority (NESA) and to receive instruction in accordance with the conditions to which the registration is subject.
- 9.1.2** Parents are required to explain the absences of their children from School promptly and within seven days to the School, within 7 days of the first day of any period of absence. This may be by means such a telephone call, notification via Skoolbag App or email to the School within 7 days from the first day of any period of absence
- 9.1.3** Their children who are enrolled at School attend every day the School is open for instruction.
- 9.1.4** They work in partnership with the School to plan and implement strategies to support regular attendance at School, including communicating with the School if they are aware of issues impacting on their child's attendance or engagement with School

9.2 Principal

Core Responsibilities: The Principal

In 2010 the Minister under section 25 of the Education Act 1990 delegated the power to the Principal of a non-government school to grant OR cancel a certificate of exemption from being enrolled and attending school in certain prescribed circumstances.

- 9.2.1** must provide clear information to parents and students regarding attendance requirements and the consequences of unsatisfactory attendance.
- 9.2.2** must ensure the School has effective measures in place to monitor and follow up student absences.
- 9.2.3** or their delegate will undertake all reasonable measures to contact parents promptly and within two school days of an absence being unexplained, if contact has not already been made. An absence is unexplained if parents have failed to provide an explanation to the school within 7 days.
- 9.2.4** Is responsible for ensuring that attendance records are maintained in an approved format and are an accurate record of the attendance of student. At Korowal this is on Sentral Administration System.
- 9.2.5** must ensure that for students with attendance concerns, the learning and support needs of those students are addressed in consultation with parents.
- 9.2.6** is responsible for ensuring that when frequent absences are explained as being due to illness that:
 - consultation occurs with parents regarding the health care needs of the student.
 - medical certificates are sought for the absences.
 - where there are ongoing concerns, approval is sought from parents to contact the student's doctor so the School has all relevant information regarding the student's health care needs.
 - strategies are developed to ensure regular attendance at school.
- 9.2.7** must ensure that School staff are provided with information on attendance requirements and their obligation to monitor and promote regular attendance at school.
- 9.2.8** must ensure that in any matter relating to School attendance where safety, welfare or wellbeing concerns arise for a student:
 - consideration is given to the requirements of the Safe and Supportive Environment Suite of Policies
 - all required reports are made to Mandatory Reporter Guide and advice is sought from the AIS
- 9.2.9** has the authority to:
 - grant sick leave to students whose absences are satisfactorily explained as being due to illness
 - accept other explanations for absence and record the absence as "L"
 - decline to accept an explanation for absence and record the absence as unjustified
 - grant an exemption from school attendance for periods totalling up to 100 days in a 12 month period for any one student provided certain conditions are met
 - grant part-day exemptions from school for periods totalling up to 100 days in a twelve month period
 - grant exemption from enrolment for students who have completed year 9 and have the required approval to complete their education in special circumstances through an apprenticeship or traineeship

- has the delegated authority to grant exemptions from school attendance for any period of time, for students wishing to participate in employment in the entertainment industry or participation in elite arts or sporting events. Principals are also able to consider applications for exemption in these circumstances. The Principal should contact the AIS if advice is needed on compliance with employment regulation of the Children's Guardian or exemption is sought for participation in a largescale production.

To effectively implement the core responsibilities the Principal must ensure:

- All attendance records including details of transfers and exemptions are accessible to the Executive Team, Principal's PA and Office Coordinator. These records may also be accessed by external parties including Government Agencies in accordance with relevant legislation.
- The School regularly evaluates and addresses School attendance at School Executive meetings. Staff receive notifications through Sentral for students with attendance concerns or if a student has had 2 consecutive days off school without notice from a parent/carer.
- Open communication on issues affecting student attendance is promoted with parents.
- Effective strategies are in place to contact parents where there is a pattern of attendance causing concern or the parent has failed to provide a satisfactory explanation for an absence.
- Interpreters may be engaged by the school to communicate or translate materials in relation to communicating with families from language backgrounds other than English in matters of School attendance.
- School staff are trained to implement School attendance policies and procedures and that personnel with delegated responsibility for maintaining attendance records are supervised.
- All cases of unsatisfactory attendance, including part day absences are investigated promptly and School based factors impacting on attendance are addressed.
- Early identification of students at risk of developing poor School attendance patterns through strategies such as regular roll checks.
- The School's Learning and Support Team and/or Exec in partnership with parents identify and implement strategies that address the learning and support needs of a student with attendance patterns of concern.
- Parents, students and the School community are regularly informed of the importance of School and attendance requirements. Information regarding attendance is provided to the community through Class Meetings, Window with a View, Information Booklet and upon Enrolment.
- Where a student's attendance is identified as being of concern, effective referral to local external agencies and support networks may be established to provide support to students and their families. Year Coordinators, Class Teachers, and/or Learning and Wellbeing Support Team may be nominated to meet with parents, arrange referrals and to be the contact points for consultation and coordination of School involvement.
- Communication, collaboration and information sharing occurs with other services and agencies to enhance the effectiveness of interventions with students and families. In particular the AIS, CYMHS and Headspace
- Any other child protection concerns underlying School attendance issues (including educational neglect) are managed consistent with the Child Protection Framework Policy.
- If concerns include not sighting the child the Principal must, as soon as possible, contact the NSW Police Force to request that a child safety check be undertaken.
- Consideration is given to the Mandatory Reporter Guide (MRG), specialist advice and professional judgement, where there are concerns about suspected risk of harm. In accordance with the MRG Neglect Education - Habitual Absence is defined as 'The child/young person is of compulsory School age (6 years to current leaving age) AND is habitually absent'. 'Habitually absent is a minimum of 30

days absence within the past 100 School days. However, the Principal will consider other factors, such as the student's age and learning support needs in deciding on action earlier than the 30 days indicated.

- Other decision making process can be used if the underlying issues impacting on School attendance are also of concern. For example, care concerns, neglect, supervision, or child /young person is a danger to self and others.

9.3 Members of Korowal School Executive

9.3.1 have the delegated authority to grant exemptions from attendance at School under Section 25 of the Education Act (1990) totaling up to 100 days in a 12 month period.

9.3.2 support the School to maintain accurate records of student attendance in a form approved by the Minister.

9.3.3 approve the participation of a student in an alternative school-based program, leading to full time attendance, prior to part day exemption from attendance at School being granted by the School Principal

9.3.4 have the delegated authority to grant exemptions from enrolment at school under Section 25 of the Education Act (1990), provided certain conditions are met.

9.4 Year Coordinators in High School and Class Teachers in Primary School

9.4.1. Contact Parents of students and discuss student attendance and provide support where:

- a student has had 3 or more days off unexplained
- a student has been flagged as student of concern
- a student has had 5 or more days off school in a term and report this to the High School Coordinator/ Primary School Coordinator
- a student absences are affecting the students learning

9.4.2. In the event that the Year Coordinator or Class Teacher can't make contact with the Family, they are to report to the High/Primary School Coordinator to follow up.

9.4.3 Record any contact made with families on Google Drive/Welfare.

9.5 School staff

9.5.1 Provide a caring teaching and learning environment which fosters students' sense of wellbeing and belonging to the School community.

9.5.2 Promote regular attendance at School through teaching and learning activities that acknowledge the learning and support needs of students.

9.5.3 Maintain accurate records of student attendance.

9.5.4 Alert the Principal, or appropriate Co-ordinator, when a student's pattern of attendance is of concern, or if no explanation is received from the parent or carer within required timeframes (see section 5).

9.5.5 When nominated by the Principal, liaise with external agencies, arrange referrals and coordinate involvement of the School with other services and agencies working with students. Nominated staff

provide feedback about outcomes to the Principal.

9.5.6 Who have concerns about the safety, welfare or wellbeing of a child or young person must report their concerns to the Principal.

9.6 Monitoring, evaluation and reporting requirements

9.6.1 Korowal School monitors the regular attendance of students and develops and implements strategies to support students with identified attendance issues.