

POL-002: Student Attendance Policy

Attendance Statement

The Principal of Cameragal Montessori School 'School' maintains a register, in a form approved by the Minister, of the enrolments and daily attendances of all children at the school, which includes information for each student as required by Section 3.8 of the NSW Education Standards Authority (NESA) Registered and Accredited Individual Non-Government Schools (NSW) Manual.

Where the parents of a student of compulsory school age seeks an exemption from attendance at school or an exemption from enrolment, the Principal will process the parent's application in accordance with the guidelines from NSW Department of Education.

The Principal may exercise the Minister's delegation under Section 25 of the Education Act in relation to granting and cancelling a certificate of exemption from being enrolled and attending school in certain prescribed circumstances.

School Statement: Child Safety School

Cameragal Montessori School seeks to provide a child-safe environment. Our School actively promotes the safety and wellbeing of our students, and our school staff are committed to protecting students from abuse or harm in accordance with their legal and ethical obligations. Cameragal Montessori School's child-safe policies and procedures and our Staff Code of Conduct form part of this commitment.

Register of daily attendance, monitoring & follow up of attendance overview

- The Principal maintains a Register of Enrolments (preprimary and primary students).
- The Principal will monitor daily attendance and absence of students in the school by maintaining a daily attendance record for each class of students.
- Student absences from class or from the school will be identified and records in a consistent manner by the classroom teacher responsible (see NSW Minister codes).
- Unexplained absences from classes of the school will be followed up in an appropriate manner with the parent or carer – see below.
- The School will notify parents or carers in an appropriate manner where a student has a poor record of school or class attendance – see below.
- Where unsatisfactory class or school attendance is identified, the attendance issue and any action taken will be recorded, as appropriate, on the student file.
- Withdrawals – see below.
- Destination to be recorded on School roll and School Register of Enrolments – see below.
- If destination is unknown, the School will notify NSW Department of Education – see below.

Notification of absence

Parents are required to explain the absences of their children from school promptly and within seven days to the school. An explanation for absence must be provided to the school within seven (7) days of the first day of any period of absence. Parents are asked to call the school, write an excuse via email or using the Skoolbag App for their child's absence or late arrival/early departure. We are unable to take student's declaration.

The parents are required to fill in an absentee form on return with an explanation for the absence (via the school's Skoolbag App or email). An absence is unauthorised if parents have failed to provide an explanation to the School within seven (7) days.

Authorising absences

Students are expected to attend school unless they are unwell. Attendance is required, but the school has the discretion to authorise absences based on information available.

Authorised

The School may authorise absences when:

1. A child is ill, and the parent has informed the school.
2. A child is attending medical appointments or specialist appointments with the parent providing this information to the school.
3. A child is attending an education activity approved by the school (excursion, camp etc).
4. Exemption from attendance or exemption from enrolment approval has been given by Principal.
5. The School had requested a student does not attend school.

Our records will record all the above absences as "Authorised Absences".

Unauthorised

The School does not authorise the following absences when:

1. A child has been absent with no explanation supplied from the parent within seven days.
2. A parent has requested an absence and the school has not approved the absence.

Our records will record these absences as "Unauthorised absences".

Partial day absences are marked either as "Approved" or "Not approved" using the same criteria as above.

Exemption from Attendance & Enrolment

Where the parents of a student of compulsory school age seeks an exemption from attendance at the School or an exemption from enrolment, the Principal will process the parent's application in accordance with the guidelines from NSW Department of Education.

The Principal may exercise the Minister's delegation under Section 25 of the Education Act in relation to granting and cancelled a certificate of exemption from being enrolled and attending school in certain prescribed circumstance.

The Principal has the delegated authority to grant an exemption from school attendance for periods totalling up to 100 days in a twelve-month period for any one student.

Exemption from school attendance includes:

- Exceptional circumstances
- Direction under Section 42D of the Public Health Act 1991 (infectious disease outbreak)
- Employment in an approved entertainment industry activity
- Participation in an elite arts or elite sporting event
- Extended Leave Travel

Exemption from school enrolment includes:

- Age (delayed start 6 years)
- Health, learning or social needs or disability

Certificate of Exemption

A *Certificate of Exemption* will be granted when it has been clearly demonstrated by the applicant that an exemption is in the student's best interest for short and long term. Alternatives to exemption should have been fully explored.

A *Certificate of Exemption* will 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 risk.










Extended Leave

The Principal is the sole authority to grant an authorised leave for travel of more than 20 school days. The parent must make the request in writing (*Application Extended Leave Travel*) and provide copies of travel documentation. Generally, leave is only granted where there is an obvious educational benefit to the child, which may include a holiday to locations offering learning opportunities.

The Principal to complete a *Certificate of Extended Leave Travel* for the parents and a copy kept in the student's file. The parents are to ensure the certificates is available at all time as it may be required by a government official, particularly when the student is leaving the country.

The Principal is responsible for ensuring that such leave approvals and certificates are documented and located in the student's file and entered on the enrolment and daily attendance register using the code L. Absenteeism is also recorded on the student's bi-annual report.

Documents – application forms and certificates

-  CMS_Absence Note whole school 2018_complete
-  CMS_Application_Exemption_Employment_Entertainment_Ind_2018
-  CMS_Application_Exemption_Enrolment_Age_2018
-  CMS_Application_Exemption_Exceptional_C_2018
-  CMS_Application_Exemption_other_sport_art_2018
-  CMS_Application_Extended_Leave_Travel_2018
-  CMS_Certificate_Exemption_2018
-  CMS_Certificate_Extended_Leave_Travel_2018
-  CMS_Exemptions_Attendance_Guidelines_2018

Excessive or unexplained absences

All unexplained absences and poor record of school/class attendance will be reported to the Principal by the Classroom teacher for determination on the follow up required.

If a child is absent for more than 3 days without hearing from the parent, the classroom teacher should call home to check. Any absence in excess of 3 days with no explanation is to be referred to the Principal.

If no suitable explanation for long term absences then this might include, but is not limited to, direct contact with parents or reporting to the Department of Education Home School Liaison Officer (HSLO). NSW Department of Education attendance@det.nsw.edu.au

Where unsatisfactory class or school attendance is identified the attendance issue and any action taken will be recorded as appropriate on the student file. Generally, the school would formally write to the parents or carer and meet with the parents or carer and the student to discuss strategies to improve attendance, using *Attendance Improvement Plan* if required.

The Principal must ensure that any matter relating to school attendance where safety, welfare or wellbeing concerns arise for all required reports are made to the Community Services Child Protection Helpline or contact made with the Child Wellbeing Unit (as required by the Mandatory Reporter Guide section of Keep Them Safe website www.keepthemsafe.nsw.gov.au).

Student withdrawals


When a child ceases to attend Cameragal Montessori School on a regular basis, the child must be officially withdrawn from the class rolls. This withdrawal includes the following:

- a. A letter from the parent or carer requesting the withdrawal
- b. A declaration made by the parent or carer stating the destination of the student (specific school/education program)

School destination to be recorded on the class roll and the Register of Enrolments (pre-primary and primary).

Unknown enrolment destination

The School will contact the Department of Education Home School Liaison Officer (HSLO) with the details where the enrolment destination of student of compulsory school age is unknown. Use the following document:

 [CMS_Student_enrolment_destination_unknown_notification_2018](#)

Responsibility of parents under the NSW Education Act (1990)






Section 22 of the NSW Education Act (1990) notes 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 under Part 7 and to receive instruction in accordance with the conditions to which the registration is subject.







Record-keeping attendance



The Transparent Classroom electronic register of daily attendance are archived in the School's administration office at the completion of each school year and can be accessed by the Principal, or delegated authority, at the request of parents or by Court Order.

The Register of Enrolments is maintained by the Enrolment Manager and will be retained in the School office for minimum of five (5) years before archiving. The register of daily attendance (roll book and documentation substantiating absences) will be retained for a period of seven (7) years in the School's administration office after the last entry is made.

Attendance Procedures & documents for staff

-  PRO.3.8.011_Attendance_Roll_Marking_PP_Roll Book
-  PRO.3.8.010_Attendance_Roll_Marking_Pades_Kindy_NBay
-  PRO.3.8.009_Attendance_Roll_Marking_Mimis_Kindy_NBay
-  PRO.3.8.008_Attendance_Roll_Marking_Tiddalicks_Kindy_LBay
-  PRO.3.8.007_Attendance_Roll_Marking_Primary

-  PRO.3.8.001_Attendance_Student_Absentee_Notices
-  PRO.3.8.002_Attendance_Student Attendance_Primary
-  PRO.3.8.003_Attendance_Student Attendance_Kindy_LBay
-  PRO.3.8.004_Attendance_Student Attendance_Kindy_NBay
-  PRO.3.8.005_Attendance_Student Attendance_PP_LBay
-  PRO.3.8.006_Attendance_Student Attendance_PP_NBay

-  CMS_Student_enrolment_destination_unknown_notification_2018
-  CMS_Student_Attendance_Improvement_Plan