



CHRYSALIS STEINER SCHOOL

educating the whole child

ATTENDANCE & ABSENCE POLICY

Policy

The school will adhere to relevant state and federal laws and Chrysalis procedural guidelines as outlined below in relation to student attendance.

1. The school maintains a register of enrolments.
2. The School monitors the daily attendance and absence of students by maintaining a daily attendance register for each class of students.
3. Student absences from classes or from the School are identified and recorded in a consistent manner by the staff member responsible for the roll class using the code approved by the Minister for Education.
4. Attendance registers are stored electronically and are available remotely.
5. Unexplained absences from classes of the School are followed up in an appropriate manner with their parent or guardian.
6. The School notifies parents and/or guardians in an appropriate manner where a student has a poor record of School or class attendance.
7. Where unsatisfactory class or School attendance is identified, the attendance issue and any action taken are recorded, as appropriate, on the student file.
8. The register of enrolments is maintained for at least 5 years before archiving and the register of attendances for a student is retained for at least 7 years after the last entry was made in respect of the student.

Procedures that address policy

1. School Register maintained by the Enrolments Coordinator.
2. The Class Teacher records attendance daily. Information sent through to Attendance Administrator.
3. Absences are entered into School Pro by the Attendance Administrator, or the Class aides where available, and any unexplained absence triggers a daily email to student's parents for their explanation of the absence. This is recorded in the student's file in School Pro.
4. Absences of students is recorded on School Pro (server based programme).
5. When a child's absence record has reached 10 or more days in a term, School Pro flag will be activated bringing this to the Attendance Administrators attention.
6. Where a student's absence is 10 days or more in a term, parents or guardians and the Education Manager are notified via email. They may be asked to meet with the Education Manager for discussion. The school will support the student/family with improving attendance through various strategies. Should the student's attendance then fail to improve the Home School Liaison Officer from the Department of Education and Training is notified.
7. Records on School Pro commenced in Term 3 of 2017. All previous records are filed in hard copy in respective years in the Business Managers office.

Procedures

1. The Enrolments Coordinator initially collects student information (MCEECDYA) and inputs the student's name, age and address as well as the name and contact

telephone of the parents and guardians upon enrolment of the family into School Pro.

2. Updating of any changes into School Pro, as notified by the parents/guardians while enrolled is the Attendance Administrators responsibility.
3. The Enrolment Coordinator collects, inputs and files information on previous school / pre-enrolment for a student older than 6 years on School Pro, electronic student files and in a hard copy in student file in the Business Managers Office.
4. Destination of student leaving the school and notifying the HSLO at DET if the destination of the student of mandatory school age is unknown. This information is requested by the Enrolments Coordinator on confirmation of receiving an email from the parents/guardians. The Enrolments Coordinator sends out an exit form to be returned via email/or in person. This data to be stored in School Pro, on a student's electronic file and a hardcopy stored in student file in Business Manager's office.
5. Data on absences where a student is absent for 30 days, the Education Manager should access the mandatory reporters section of the Keep Them Safe website (www.keepthemsafe.nsw.gov.au) to determine whether a report is required. The absence data is collected by the Attendance Administrator and reported to the Education Manager. Termly reports of class/student attendance are accessible via School Pro.