



CHRYSALIS STEINER SCHOOL

educating the whole child

Student Attendance Policy

Source of Obligation	<p>The NSW Registration Manual (3.8) requires the Education Director of the School to keep a register, in a form approved by the Minister, of the daily attendances of all children at the School.</p> <p>The NSW Registration Manual (3.6.2) requires the School to provide a safe and supportive environment by maintaining a student attendance register.</p>
Daily Attendance Register	<p>The School keeps a register of the daily attendance of all students at the School SchoolPro Attendance.</p> <p>Attendance registers are in a form approved by the Minister for Education, and compliant with the Attendance Register Codes</p> <p>The register of daily attendance records the following information for each student:</p> <ul style="list-style-type: none">• daily attendance• absences• reasons for absences• documentation to substantiate reasons for absences. <p>The attendance register also includes information about any students granted an exemption from attending school. Refer to our Exemption from Attending School Policy.</p>
Monitoring Daily Attendance	<p>The School has implemented the following systems and procedures in order to monitor the daily attendance of students and identify absences from the School:</p> <p>Link to Student Attendance Procedure.</p>
Analysing Student Attendance Data	<p>Chrysalis Steiner School has processes in place for monitoring student attendance data.</p> <p>Refer to our Student Achievement Data policy.</p>

<p>Following Up Unexplained Student Absences</p>	<p>The School has implemented the following systems and procedures to follow up on unexplained absences from School:</p> <p>Refer to Student Attendance Procedure.</p>
<p>Unsatisfactory Attendance Intervention Strategies</p>	<p>The School has implemented the following strategies to improve unsatisfactory attendance and student engagement in school and learning:</p> <p>Where a student is unsatisfactorily absent from school, the School will contact the parents directly to seek an explanation and to remind parents of their child's obligation to attend school. Where parents repeatedly fail to inform the School of absences they will be contacted directly seeking an explanation and to remind them of their obligation to report absences.</p>
<p>Records of the Register of Daily Attendance</p>	<p>The register is retained for a period of seven years after the last entry is made, and copies of information in the register are stored off-site at regular intervals.</p>
<p>Implementation</p>	<p>The Education Director, Office Administrative Assistant and Enrolment Officer are responsible for the effective implementation of this Policy.</p>

Policy Information

Policy downloaded from CompliSpace 27 June 2022.

Edits: Roles responsible include Administration staff (Implementation)