

## **1.0 Purpose**

- 1.1 The purpose of this policy and procedure is to ensure that Macquarie Grammar School (MGS) students abide by the requirements of The Board of Studies, Teaching and Educational Standards Registered and Accredited Individual Non-Government Schools (NSW) Manual 3.8 Attendance.
- 1.2 This policy applies to all Domestic students enrolled in programs offered by MGS.

## **2.0 Responsibility**

- 2.1 The Principal is responsible for the implementation of this policy/procedure in relation to the entry of the attendance into the Attendance System and to ensure that staff and students are aware of its application and that staff implement its requirements.
- 2.2 The Principal is responsible for monitoring attendance and the subsequent notification to students and to ensure that staff and students are aware of its application and that staff implement its requirements.

## **3.0 Requirements**

- 3.1 In NSW, students must attend school regularly. This means all children between the ages of six and fifteen are legally required to attend school.
- 3.2 A register of enrolments must be maintained listing;
  - 3.2.1 name, age and address of student,
  - 3.2.2 name and contact numbers of parents and guardians
  - 3.2.3 date of enrolment, date of leaving the school and student's destination
  - 3.2.4 for students older than 6 years previous school pre-enrolment history data
  - 3.2.5 for under 17 years of age students when the destination school is unknown evidence is required of a D.E.T Liaison Officer has been notified and provided with,
    - I. The students name
    - II. Age
    - III. Last known address details
- 3.3 Attendance is based on the contact hours attended by a student during a study period being one term.
- 3.4 Attendance is analysed on a weekly basis by projected attendance over the duration of the term.
- 3.5 All students are expected to attend 100% of all scheduled courses and classes. This includes excursions, assemblies, sport, organised speakers and whatever else is deemed to be part of the curriculum.
- 3.6 Students must attend 80% of scheduled course hours to achieve satisfactory attendance for the term
- 3.7 If actual attendance falls and students are warned and counselled accordingly via letters, interviews, SMS messages, phone calls
- 3.8 Students will be sent a minimum of two warning letters when projected attendance for the term reaches 90%

- 3.9 Any Leave Requests during school term must be advised to the Principal in advance via a leave request form. The School will provide work that must be completed while students are on leave.

#### 4.0 Attendance recording procedure

- 4.1 The symbol "X" will be used for the first and last day that the student attended for each term
- 4.2 The symbol "a" will be used if the student is absent on that day
- 4.3 The symbol "Pa" will be used if the student was late or was absent for part of the day. (the time of arrival or departure must be recorded)
- 4.4 The following symbols are to be recorded above the "a" or "Pa" symbol as appropriate.

Symbol	Meaning
A	The student's absence is unexplained or unjustified. This symbol must be used if no notice has been provided by parents within seven days of the occurrence of the absence.
S	The student's absence is due to sickness or as the result of a medical or paramedical appointment. In these cases: <ul style="list-style-type: none"><li>- A medical certificate is provided, or</li><li>- The absence was due to sickness and the principal accepts this explanation. Principals may request a medical certificate in addition to explanations if the explanation is doubted or the duration of the absence is more than four days</li></ul>
L	Principals may record up to 15 days in a school year for students of compulsory school age who have provided an explanation of the absence which has been accepted by the principal. Additional days for students not of compulsory school age may be recorded at the principal's discretion. The symbol is recorded where the student's absence is due to reasons accepted by the principal. This may be due to: <ul style="list-style-type: none"><li>- Misbehaviour or unforeseen event</li><li>- Participation in special events not related to the school</li><li>- Domestic necessity such as serious illness of an immediate family member</li><li>- Attendance at funerals</li><li>- Recognised religious festivals or ceremonial occasions</li></ul>
E	The student was suspended from school
M	The student was exempted from attending school
F	Senior student participating in flexible timetable is not present because they are not required to be at school
B	The student is absent from school on official business. This symbol is recorded where the principal approves the student leaving the school site to undertake: <ul style="list-style-type: none"><li>- Work experience</li><li>- School sport (regional or state carnivals)</li><li>- School excursions</li></ul>
H	The student is attending two or more education settings for a period of time (shared enrolment). This symbol is recorded where a student accesses a specialist educational setting on a sessional or full-time basis. This symbol is recorded where a student accesses educational settings separate to their mainstream school such as: <ul style="list-style-type: none"><li>- Tutorial centre and programs</li><li>- Behaviour schools</li><li>- Juvenile justice</li><li>- Hospital schools</li></ul>

## **5.0 Student Absent for Five Consecutive days**

- 5.1 The attendance sheets will be monitored and students identified at day three of absence in order to identify students at risk prior to being absent for five consecutive days
- 5.2 When the attendance is analysed and such an absence is discovered the following will occur:
- 5.2.1 Student Services are notified by MGS department via email and/or other equivalent means of communication
  - 5.2.2 Contact made by telephone and in writing to the student;
  - 5.2.3 Notify parent or contact guardian
  - 5.2.4 Contact the students emergency contact
  - 5.2.5 All contact is documented by Student Services

## **6.0 Definitions**

- 6.1 D.E.T Liaison Officer – Department of Education and Training Officer with home and school liaison responsibilities
- 6.2 Satisfactory attendance: MGS requires attendance at a minimum of 90% scheduled contact hours
- 6.3 Projected attendance: Current actual attendance plus maximum remaining attendance divided by the total scheduled hours for the term
- 6.4 Term: An MGS term period is 10 weeks
- 6.5 Consecutive days absent: For fulltime students this refers to five consecutive days of classes missed. For part-time students, this refers to five consecutive days of classes OR two weeks of classes missed, whichever comes first. An example for the part-time student situation is if a student has classes on a Monday and Thursday, after missing two Mondays and two Thursdays they will be considered to have fulfilled the five consecutive absence criteria.
- 6.6 Medical Certificate: a medical certificate for MGS purposes requires the medical provider code to be present. Alternative therapy practitioner certificates etc therefore do not qualify.

## **7.0 Records**

<b>Record</b>	<b>Description</b>	<b>Location</b>	<b>Retention</b>
11.2 Attendance First Warning Letter	Attendance First Warning Letter	Student Services	
11.3 Attendance Final Warning Letter	Attendance Final Warning Letter	Student Services	
Register of Enrolments	System for tracking student attendance being-Student files, MGS Attendance system, Class Rolls	Student Services	5 years for register of enrolments 7 years for Class Rolls
Leave Request Form	Leave Requests during school term must be advised to the Principal in advance via a leave request form	Principal	

## **8.0 References**

- 8.1 MGS Complaints and Appeals Policy

8.2 BOSTES Registered and Accredited Individual Non-Government Schools (NSW) Manual  
– 3.8 Attendance

8.3 MGS Course progress policy – to be developed for Domestic students

8.4 MGS Leave Request – process to be reviewed and developed for domestic students

**9.0 Revision History**

Revision	Date	Description of modifications
1.	30 March 2009	Definition of medical certificate added
2.	14 May 2009	1 <sup>st</sup> policy of Domestic policies to be set up. DG&AS to update soft copy for domestic purposes Significant change to MEGA operations for OMM to comment on
3.	27 <sup>th</sup> May 2009	Leave Request Form appended to policy. Leave processing and course progress policies impacted as regards Domestic Students. Under Review Policy provided to DG for BOS Audit Items Close out
4.	25 May 2012	Inclusion of new Department roll marking requirements commencing 2012
5.	10 Dec 2012	3.2.5: 15 replaced by 17
6.	10 April 2014	Replaced BOS with BOSTES