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## Student Attendance Policy

### Source of Obligation

The NSW Registration Manual requires:

(3.8) the Head of School to keep a register, in a form approved by the Minister of the enrolments and daily attendances of all children at the school;

(3.6.2) that a registered non-government school must provide a safe and supportive environment by:

- having in place policies and procedures that provide for student welfare; and
- maintaining a student enrolment and attendance register.

Section 19 of the ESOS Act requires that additional attendance monitoring and reporting measures be taken in relation to Overseas students

### Daily Attendance Register

Glenaeon Rudolf Steiner School keeps a register of the daily attendance of all students at the school in electronic form on the school Denbigh Student Database.

Attendance registers are in a form approved by the Minister for Education, and the [New South Wales attendance register codes](#).

The register of daily attendance records the following information for each student:

- daily attendance;
- absences;
- reason for absence; and
- documentation to substantiate reason for absence.

### Monitoring Daily Attendance

Glenaeon Rudolf Steiner School has implemented the following systems and procedures in order to monitor the daily attendance of students and identify absences from school:

- Parents are responsible for ensuring that they notify the school to explain the absence of their children on any particular school day. Notification may be provided via email, by using the online form on the Schoolstream App or by telephoning the school and should be made prior to the start of school.
- Class teachers and Guardians take the class roll promptly at the commencement of the school day.
- All absences are recorded absences using a paper roll. They are then forwarded to Administration to be cross checked against the absentee notifications and late arrivals that have been provided to the school that day and entered into the electronic attendance database.

**Following Up Unexplained Student Absences**

Glenaeon Rudolf Steiner School has implemented the following systems and procedures in order to follow up unexplained absences from school:

- Where an absence has not been explained by 10am an SMS Text message is forwarded to the student's parents notifying them of the absence and requesting that they immediately contact the school.
- Where the absence remains unexplained the matter will be reported to the Class Teacher or Guardian for investigation and follow up.
- Where parents repeatedly fail to inform the school of absences the Student Well-being Co-ordinator will contact them directly seeking an explanation and to remind them of their obligation to report absences.
- All information in relation to unsatisfactory attendance is recorded on students' files and information with respect to attendance is provided in each student's school report.

**Records of the Register of Daily Attendance**

The register is retained for a period of seven years after the last entry was made, and copies of information in the register are stored off-site at regular intervals.

**Overseas Student Attendance**

- The attendance of Overseas Students must be monitored in accordance with Section 19 of the ESOS Act
- Attendance and absences will be recorded via the Denbigh Student Attendance system as described in this policy and in Student Attendance Recording and Monitoring Procedures
- Overseas students must attend for at least 80% of the scheduled course hours
- Students who have been absent for more than five consecutive days must be counselled in accordance with Overseas Student Attendance Procedures
- Overseas students who continue to have unsatisfactory course attendance will be formally notified in accordance with Overseas Students Attendance Procedures that they will be reported to the DoE through PRISMS
- Students will have 20 working days in which to appeal any decision to report them to DoE

**Overseas Student Attendance Breaches**

The school may only decide not to report a student for breaching the 80% attendance requirement where:

- the student produces documentary evidence clearly demonstrating that compassionate or compelling circumstances (eg illness where a medical certificate states that the student is unable to attend classes) apply, and
- that decision is consistent with its documented attendance policies and procedures, and
- the school confirms that the student is attending at least 70% of the scheduled course contact hours for the course he or she is enrolled in

**Overseas Student attendance records**

For each overseas student enrolled the following attendance related records must be kept on the student's file:

- records of any contact, counselling or intervention strategies undertaken
- copies of written advice to the student of any breaches of attendance policy
- copies of any written complaint or appeal made by the student and any follow up communication or advice from the school
- copies of any evidence of compassionate or compelling circumstance where a minimum of 70% attendance has been applied

- any report made through PRISMS about the students breach of attendance requirements

**Implementation**

Glenaeon Rudolf Steiner School has set up a series of compliance tasks on our [Assurance System](#), to ensure that key obligations under the NSW Registration Manual and the ESOS Act are managed effectively.

**Related Policies**

[Student Welfare and Attendance Compliance Policy](#)

[Exemption from Attending School Policy](#)

[Student Attendance Recording and Monitoring Procedures](#)