



BISHOP TYRRELL

ANGLICAN COLLEGE

ATTENDANCE POLICY

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1. INTRODUCTION

The Principal of Bishop Tyrrell Anglican College keeps a register, in a form approved by the NSW Government, of the enrolments and daily attendances of all children at the College.

1.1 General

Bishop Tyrrell Anglican College is committed to complying with the Educational Act 2009. The College:

- monitors the daily attendance / absence of students;
- identifies absences from school and/or class(es);
- follows up unexplained absences;
- notifies parent(s)/guardian(s) regarding poor school and/or class attendance; and
- transfers information about unsatisfactory attendance to student files.

1.2 Enrolment Information

Bishop Tyrrell Anglican College maintains a register of enrolments – collected by the College Registrar, and also maintains these details with the register of attendance on Bishop Tyrrell Anglican College Administration System (TASS) that includes the following information for each student:

- name, age and address;
- the name and contact telephone number of parent(s)/guardian(s);
- date of enrolment and, where appropriate, the date of leaving the school and the student's destination;
- previous school or pre-enrolment situation;
- student background information for MCEECDYA;
- where the destination of a student below seventeen (17) years of age is unknown, evidence that a Department of Education and Training officer with home school liaison responsibilities has been notified of the student's name, age and last known address; and
- daily attendance.

2. DAILY ROUTINE

The College's Day commences at 8:40 am and concludes at 3:10 pm. The daily programme is divided into 6 fifty-minute lessons with a twenty-minute recess at 10:20 am and a forty five-minute lunch break commencing at 12:45 pm. College sport is set down for Wednesday afternoons and appropriate sportswear should be worn to school.

No student should be at the College before 8:00 am or after 3:30 pm unless enrolled at OOSH or involved in an activity with a staff member.

3. ABSENCES AND PUNCTUALITY

All students are required to attend every day that the College is open. Parent(s)/Guardian(s) are requested to notify the College, by way of phone call or email, to the Front Office, using the absence line on 49798484 or by email to Office@Btac.nsw.edu.au if the student is to be absent on a particular day, giving the student's full name and reason for the absence. In the case of illness or unexpected absences, a phone call or email must be sent to the College on the day the student returns explaining the reason for the absence. At the latest, notes must be received by the College office within two weeks of the absence. The note is a legal requirement of the NESA and will be kept in the student's file.

Where the absence is to be extended, for example two weeks or longer travelling, an application is to be made to the Principal. See Appendix 1 for Application for Extended Leave (two weeks or more) for students to travel during term.

The College roll is marked in their classroom or Tutor Group (Secondary School) and in Junior School Classes through Caleb at 8:50am. Caleb compiles a report of absentees each day and the College Administration Officer informs teaching staff of those absentees via email before the end of Period 1. Absences are recorded according to the NSW Attendance Register Codes:

- A** – for unexplained or unjustified absences
- a** – student absent for whole day with explanation
- B** – for excursions/College business
- E** – for suspensions
- F** – for flexible timetable
- H** – for hospital schooling
- L** – Leave
- M** – for exemption from attendance
- Pa** – student late or absent for part of the day
- S** – for medical appointments or illness

If a student arrives late they are required to report to the College office before going to class, where a late pass will be issued and the time noted. A note from a parent/guardian is required explaining the reason for the late arrival. Persistent lateness disrupts College life and will be further investigated.

A text message is sent daily to parent(s)/guardian(s) of students who are absent where no notification has been received. The Administration Officer will keep a record of all students marked absent and collate explanatory notes from parent(s)/guardian(s). All parent(s)/guardian(s) whose student has been absent without a permission note will be contacted by SMS on the day and sent a letter in the following three weeks if there is no adequate explanation of an absence. Only parent(s)/guardian(s) of students who have been marked absent at roll call or who have a note signed in late will receive a SMS. Parent(s)/guardian(s) replies to this message giving the reason for the absence will be stored in the College Database (TASS) and may be accepted as a note. Staff will report any anomalies to the Administration Officer especially where a student is missing from a class when they have not been included on the absentee list.

Unexplained absences will be followed up by the appropriate Leader of Year Group (Secondary School) or the Head of Junior School (Junior School). Where a student has been absent for 15 days or more in one Term, parent(s)/guardian(s) will be notified that the student's attendance is unsatisfactory and may impact on their progress at school and asking them to support the school in improving their attendance in the future. A copy of this letter will be kept in the student's file.

Where a student is absent without notification for over 30 days, the Principal will access the mandatory reporters section of the *Keep Them Safe* website www.keepthemsafe.nsw.gov.au to determine whether a report is required.

Where a student's attendance is deemed to be unsatisfactory, the school will employ the following strategies as deemed appropriate for the circumstances:

- Meeting with the parent(s)/guardian(s) to discuss the reason for unexplained absences and providing support for the family to rectify the issues that have led to the unexplained absences.
- Developing a Student Attendance Improvement Plan in consultation with the student and/or the parent(s)/guardian(s) whereby undertakings are made by the student (where applicable) and parent(s)/guardian(s) to restore the student's attendance to a satisfactory level over a 20 consecutive school day period.
- **Compulsory Attendance Conference**
Where absences continue, despite commitment by parent(s)/guardian(s) and the student, then an attendance conference will be arranged with the parent(s)/guardian(s), a school representative and a representative from the AIS. At this conference, the AIS representative will outline the responsibilities of the parent(s)/guardian(s) to ensure that the student has a satisfactory attendance record.



Should the unsatisfactory attendance pattern persist, the College, through the AIS, will notify the Secretary of the Department of Education so that a compulsory conference can be organised with the Secretary prior to any legal action that the Department of Education may take.

4. LEAVING THE COLLEGE DURING THE DAY

All students are required to sign in at the Office if arriving late or leaving early for any reason. A parent/guardian signature or note is required. If a student has no legitimate reason for being late, after three late arrivals in a two-week period, a letter will be sent home to parent(s)/guardian(s). If your child has an appointment to attend during the school day, they must provide a note stating what time they will be leaving the College and whether or not they will return. Alternatively, parent(s)/guardian(s) are able to sign their children out at the College office if they need to leave the College during the course of the day and have not brought a note.

In the Secondary School, College Sport is held every Wednesday afternoon and is compulsory for all students in Years 7 - 10. For those who are taken to venues outside the College for sport, a note from parent(s)/guardian(s) must be given to the supervising teacher if the student is to be dismissed from the venue and not return to the College. If a parent/guardian collects a student from sport, they are required to personally inform the teacher.

Where there are custody or access orders from the Family Court parent(s)/guardian(s) should provide copies to the Principal.

5. EXEMPTION FROM ATTENDANCE/ENROLMENT

Where the parent(s)/guardian(s) of a student of compulsory school age seek an exemption from attendance at school or an exemption from enrolment, the school will process the parent(s)/guardian(s) application in accordance with the guidelines from NSW Department of Education and Communities.

5.1 Extended Leave for Travel in Australia or Overseas

Families are encouraged to holiday or travel during school vacations. If travel during term time is necessary, leave must be applied for **at least 3 weeks** in advance by writing to the Principal. If the travel leave being requested is 10 days or longer they must complete the *Application for Extended Leave – Vacation/Travel* (see Appendix 1) and submit to the Principal who will determine if this leave is in the student's best interest in terms of their education. For periods of absence longer than 10 school days the family must supply the relevant travel documentation (e.g., e-ticket or travel itinerary) with their application.

The Principal will then formally reply either granting leave with a *Certificate of Extended Leave – Vacation/Travel* (see Appendix 2) or declining the leave in writing. Families must retain this documentation for the period of time their family attends the school.

Special conditions may apply in the case of leave being granted. Examples of special conditions of lengthy leave may include (but are not limited to): completion of set tasks prior to the leave commencing, loss of marks due to missed assessments, alternative assessments, assessment of the student to ascertain which grade to return to, work being completed whilst away.

The following roll-marking procedures apply:

- If the Principal accepts the reason for the absence, the absence will be marked as “L”.

There are two different types of exemption:

- *Exemption from Attendance* – see Appendix 1 Application for Extended Leave – Vacation/Travel
- *Exemption from Enrolment* – see Appendix 3 Application for Exemption from Enrolment

5.2 Procedure for Leave Applications

- a) Parent(s)/Guardians will submit the application and supporting documentation, where requested, to the Principal.
- b) The College Principal will consider the application in accordance with the criteria in the guidelines from the NSW Department of Education and Communities.
- c) Where the application is supported, the Principal will provide the original exemption certificate to the parent(s)/guardian(s), see Appendix 2 and 3.
- d) Where the application is not supported, the Principal will notify the parent(s)/guardian(s). A Certificate of Exemption should 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 risks.
- e) Copies of the application and exemption certificate or notification are kept on the student's file.

6. RECORD KEEPING

The register of enrolments is retained for a minimum period of five (5) years before archiving. The register of daily absences is retained for a period of seven (7) years after the last entry was made.

Attendance registers kept on the TASS system are back up daily at the College.

Date of Policy: Effective November 2009, revised September 2014, August 2018, March 2019, March 2020, March 2022

Review Date: March 2023

The College will review this Policy and associated documents within twelve months and reissue a further version if necessary. Any suggested improvements should be forwarded to the Principal.

Complaints that form the basis of less serious allegations (i.e. non-reportable conduct) will be dealt with in accordance with the relevant College policy