



## Attendance Policy

### Attendance<sup>1</sup>

#### 1. Introduction

The NSW Education Act (1990) (Sections 22 + 24), requires schools to ensure that individual students meet certain attendance standards.

This includes mandatory attendance (Sections 21B, B(2), B(3)) for students between 6 and 17 years of age, on all designated school days, unless exemptions are applicable. All students must complete Year 10, after which, and until they turn 17, they must be:

- In school, or registered for home schooling; or
- In approved education or training such as TAFE, apprenticeship etc; or
- In full time paid employment (av. 25 hour p/w); or
- In a combination of work, education and /or training.

Registers of Enrolment, and Daily Attendance, of all students at the school must be maintained. The primary goal of the school's attendance procedures is to ensure the well-being and quality education of all students.

#### 2. Purpose

This policy sets out the way in which Yeshiva College Bondi Ltd (Yeshiva) ensures that it meets its legislative obligations in relation to Attendance. As a registered non-government school the Principal is responsible that a register of enrolments and daily attendance of all children at the school must be kept.

Note: this policy must also be read in conjunction with Yeshiva Enrolment Policy. The development of procedures, strategies and practices relevant to the school's context are guided by but not limited to current publications and resources set by the NSW Government Office of Children's Guardian, the NSW Government Education Standards Authority (NESA) and the Association of Independent School (AIS).

This policy focusses on the following:

- Who is responsible – for monitoring the daily attendance/ absence of students
- What will happen – notifying parent(s) or guardian(s) regarding poor school and /or class attendance, which includes identifying absences from school and or/absence of students
- When this will occur (e.g. a date or event that will trigger the procedure)
- How the process is undertaken/documented/communicated and following up unexplained absences

---

<sup>1</sup> Clause 3.3.1.1,3.3.1.2,3.3.1.3,3.6.2,3.8 and 3.1.10.1 – Registered and Accredited Individual Non-government School (NSW) Manual – March 2020



- Where records are kept and how they are accessed, includes transferring unsatisfactory attendance information to student files

### 3. Responsibilities

Regular attendance at school for every student is essential if students are to achieve their potential, and increase their career and life options. The Yeshiva Principal, in partnership with parents and staff, is responsible for promoting the regular attendance of students.

While parents and guardians are legally responsible for the regular attendance of the children in their care, school staff, as part of their duty of care, record and monitor part and whole day absences.

Yeshiva provides a caring teaching and learning environment, which addresses the learning and support needs of students, including those with additional learning and support needs or complex health conditions, foster students' sense of wellbeing and belonging to the school community.

The following outlines the responsibilities of each party:

- (a) Principal
- (b) Principal Secretary
- (c) School Staff
- (d) Parents

#### 3.1 Principal

The Yeshiva Principal ensures:

- a) All attendance records including details of transfers and exemptions available to be provided to the Minister of Education on request
- b) All attendance is recorded daily and maintained by teachers and staff
- c) Mandatory Attendance is recorded manually and entered into SAS2000 daily.
- d) Attendance Rolls are taken at 09:30am
- e) Student Mandatory Attendance is :  
Kindy – Year 2 – 9:30 am – 03:30pm (Monday – Thursday, \*Friday)  
Year 3-4B& 3-10G – 9:30am – 4:30pm (Monday – Thursday, \*Friday)  
Year 7-9B – 9:30 – 04:30pm (Monday – Thursday, \*Friday)  
\*All students are dismissed from school at 02:00pm on Fridays
- f) Late arrivals – are those students who present to class after 9:45am. This is recorded on the class roll by the relevant staff member.
- g) Entry of attendance into SAS 2000 is completed by the Principal's Secretary on a daily basis
- h) Every fortnight the Principal Secretary will upload the attendance rolls into Google Drive.



- i) Attendance recording in the registers is completed with the use of the School Attendance Register Codes 2015<sup>2</sup> (known as the common code approved by the Minister)
- j) Commonly Used Attendance Codes are:

Symbol	Meaning
<b>A</b>	Student's absence is <b>unexplained</b> or <b>unjustified</b> (Only to be used when an absence is unexplained or unjustified)
<b>a</b>	The student was <b>absent on that day</b>
<b>Pa</b>	Late or absent for part of a day. <b>The time of arrival or departure must be recorded</b>
<b>S</b>	Student is absent due to <b>sickness</b> or as a result of a medical appointment.
<b>L</b>	An <b>explanation</b> or the absence is provided which has been accepted by the Principal.

- k) The Principal's Secretary will contact the parent and obtain justification for non-attendance. Communication and contact between the Principal's Secretary and the parent must be recorded against the student in SAS2000.
- l) Open communication on issues affecting student attendance is promoted with parents by the Principal where a pattern has been identified.
- m) Effective strategies are in place to contact parents where there is a pattern of attendance causing concern or the parent has failed to provide a satisfactory explanation for an absence.
- n) School staff are trained to implement school attendance policies and procedures and that personnel with delegated responsibility for maintaining attendance records are supervised.
- o) All cases of unsatisfactory attendance, including part day absences (late attendance) are investigated promptly and school based factors impacting on attendance are addressed.
- p) Early identification of students at risk of developing poor school attendance patterns through strategies such as regular roll checks.
- q) Parents, students and the school community are regularly informed of the importance of school and attendance requirements. "Principal's Updates".
- r) Effective referral and support networks are established so that students whose attendance is identified as being of concern and their families can be connected to relevant services and with local external agencies in discussion with parents. Appropriate staff members may be nominated to meet with parents, arrange referrals and to be the contact points for consultation and coordination of school involvement.
- s) Communication, collaboration and information sharing occurs with other services and agencies to enhance the effectiveness of interventions with students and families.
- t) Any other child protection concerns underlying school attendance issues (including educational neglect) are managed consistent with Yeshiva Child

<sup>2</sup> [School Attendance Register Codes](#) (Education and Communities Resource)



Protection Policy and called up policies relating to Student Welfare and Bullying and harassment.

- u) If concerns include not sighting the child the Principal must, as soon as possible contact the NSW Police Force to request that a child safety check be undertaken.
- v) The Principal as a Mandatory Reporter gives considerations to the Mandatory Reporter Guide<sup>3</sup> (MRG), specialist advice and professional judgement, where there are concerns about suspected risk of harm.

Note: Habitual Absence is defined as 'The child/young person is of compulsory school age (6 years to current leaving age) AND is habitually absent'. 'Habitually absent is a minimum of 30 days absence within the past 100 school days.

Yeshiva's Principal also considers other factors, such as the student's age and learning support needs in deciding on action earlier than the 30 days indicated.

- w) The Principal also factors other possible underlying issues impacting on school attendance that maybe of concern. For example, care concerns, neglect: supervision, or child /young person is a danger to self and others.
- x) Where the Principal has exhausted Mandatory Reporting and all avenues of specialist advice and professional judgment, and the student and Carers cannot be contacted the student will be considered to be officially withdrawn from Yeshiva College. (The student has exceeded 30 days of absence within the past 100 school days)

### 3.2 School Staff

School Staff including teachers and the Principal's Secretary will ensure that they:

- a) Provide a caring teaching and learning environment which fosters students' sense of wellbeing and belonging to the school community.
- b) Promote regular attendance at school through teaching and learning activities that acknowledge the learning and support needs of students.
- c) Coordinate involvement of the school with other services and agencies working with students. Nominated staff provide feedback about outcomes to the Principal.
- d) When they have concerns about the safety, welfare or wellbeing of a child or young person, they must report their concerns to the Principal.
- e) Maintain accurate records of student attendance. Attendance recording is taken by staff (at 9:30am)

---

<sup>3</sup> [The Mandatory Reporter Guide \(MRG\) is a Structured Decision-Making Tool intended to support mandatory reporters' professional judgment and critical thinking.](#) (Communities and Justice)



- f) Alert the Principal, or Principal's Secretary responsible for monitoring attendance, when a student's pattern of attendance is of concern, or if no explanation is received from the parent or carer within required timeframes (see What will happen – Notifying Parent section of this Policy).
- g) Absences will be recorded no later than 10:00am.
- h) Partial Absence will be recorded using the Code Pa and only after getting confirmation by the student's guardian
- i) **Late Arrivals Administration:**
  - The student will enter the school by ringing the gate buzzer. This will notify the Principals Secretary who will open the gate and allow the student to enter.
  - The student is required to go to the Principal Secretary's Office collect a late slip if they arrive late to school. (**AFTER 9:30am – Secular Studies**)
  - Where a student who arrives late to class and does not have a late slip their teacher will send the student to the Principals Secretary Office to get a late slip.
  - The Principal Secretary will then record the attendance against the attendance roll and SAS2000. Non attendance/ Where a student is Late or Sick will also be logged into the "Significant Absence Report"

j) **Late Arrivals Procedure:**

Any student, from Year 2 and up, who arrives late to school, will be required to attend a 5 minute recess detention that same day. If recess detention is missed, they will be asked to attend a 15 minute detention at lunchtime.

Students late to school discipline procedure:

1. All students who arrive late to school will be asked if they have a medical certificate?
2. If a student is late to school unapproved for the second time they will get a verbal warning that the third time they will receive a lunchtime detention
3. Third unapproved late we will send a letter home that they are having lunch detention and after the next three times, it will be escalated to an after school detention.
4. If a child is late a second set of three times they will receive another afterschool detention and letter/meeting with parents warning that a third set they will have an in-school suspension.

Note: All partial absences must be supported with a Parent note to support the student's absence which will include doctors certificates or other supporting evidence.

To obtain a late slip, the student is required to have an explanatory note or phone call from parent/caregiver must be provided and given to Principal's Secretary.



Students who are late to school without a note or phone call provided are issued with a 20 minute lunch time detention.

Students who are constantly late to school will be asked to meet with the Principal, and parents or guardians will be contacted.

Continued lateness to school may result in further detentions.

Early Leave A student needing to leave school early must present a note to the Principal's Secretary and receive a permission slip to leave school.

No student is permitted to leave the school grounds during the day without one of these slips.

- If a student is absent from school, classes or any school activity without a valid reason it will be regarded as truancy.
- If a student feels ill he/she must report to his or her teacher and ask go to Sickbay.
- The Principal's Secretary will notify parent or guardian and organise an early leave pass.
- Students cannot be issued with a leave pass to leave the school ground for the purpose of buying food or drink

### 3.3 Parents and guardians

Parents and guardians must ensure:

- a) Their children of compulsory school age<sup>4</sup> are enrolled in a government or registered non-government school. Yeshiva is a registered Non-Government School.
- b) Their children who are enrolled at school attend every day the school is open for their instruction.
- c) They provide an explanation for student absence, late arrival and request for early leave or travel during term. (Refer Appendix 2)
- d) They provide an explanation for absences by means such as a telephone call, written note, text message or email to the school within 7 days from the first day of any period of absence.
- e) They work in partnership with the school to plan and implement strategies to support regular attendance at school, including communicating with the school if they are aware of issues impacting on their child's attendance or engagement with school

Note: it is an offense if a parent fails to send their child to school<sup>5</sup>

<sup>4</sup> [Education Act 1990 No8 – Part 5 Attendance of Children at School Clause: 21B Compulsory school-age](#)

<sup>5</sup> [Education Act 1990 No8 – Part 5 Attendance of Children at School Clause: 23](#)



#### **4. What will happen – Notifying Parent**

The Principal or Principal's Secretary will undertake all reasonable measures to contact parents or guardians on the same day or following day of an absence where parents or guardians have not contacted the school.

Contact may be made by means such as providing the parents with an Absentee Notice- Compulsory School Attendance, by telephone, email, phone call or message via WhatsApp. (Refer Appendix 1)

#### **5. When will this occur**

If within 7 days of the first day of any period of absence an explanation has not been received and no contact has been made with parents, the Principal or delegate the Principal's Secretary must ensure parents or guardians are contacted within the next 2 school days. (Refer Appendix 2)

#### **6. How the process is undertaken/documentated/communicated and following up unexplained absences**

- a) All communication and information between Parents and Principal or Staff of Yeshiva College will be entered into SAS 2000; this includes but is not limited to:
  - Identified absence
  - Copies of medical certificates
  - Follow up calls and correspondence relating to unexplained absences
  - Copies of Student Attendance Improvement Plan or Graduated Attendance Improvement Plan
- b) Where frequent absences are explained as being due to illness, consultation with parents and guardians must occur regarding the health care needs of the child.
- c) Principals can request the parents or guardians to provide a medical certificate if they have concerns with the explanation provided, or where there is a history of poor attendance.
- d) Where the Principal has concerns about the medical certificates being produced for absences they can ask the parents or guardians to request that the doctor writes on the medical certificate the statement 'this child is unfit for school' with specified dates included.
- e) Where the Principal has ongoing concerns they can request the parent's consent for a doctor to provide information to the school about their child's health condition. It is essential the school has all relevant information to ensure the learning and health care needs of the student are addressed. If the request is denied or if the Principal is still not satisfied with the reason for absence, they can record the absence as 'unjustified'. The Principal must consider whether the habitual absence or parental attitude places the child at suspected risk of harm.



- f) The Principal can seek information from prescribed bodies under Chapter 16A of the *Children and Young Persons (Care and Protection) Act 1998* (Exchange of Information) where there are ongoing concerns regarding a student's safety, welfare or wellbeing. In this event the Principal will refer to Yeshiva Child Protection Policy where they believe the student is at risk of significant harm.
- g) All communication and documentation is logged into Communication Log and scanned and uploaded in to student file by term that the communication relates to. This is stored and saved in a Google Shard Drive called Compliance example: Compliance> 2022> Communication Log
- h) Reason for Absence and notifying parents, Parents are notified via email, phone call or text message this recorded in the Communication Log. Where a parent has not notified the school or responded to communication to have the parent give reason for absence a formal letter will be emailed to the parents. Sending of this will be recorded in the Communication Log.

## 7. The Principal Secretary - Recording of Attendance

Recording of attendance is the responsibility of the Principal's Secretary.

The following is the procedure for taking student attendance on a daily basis:

- hard copy rolls are distributed by the Principal's Secretary to staff prior to 9:30am
- teachers are required to complete the class rolls;
- the Principal's Secretary re-visits classrooms no later than 10:00am and collects class rolls
- the Principal's Secretary returns to the office and contacts parents who have not contacted Yeshiva to confirm the reason for the absence;
- the Principal's Secretary then records any absences in SAS2000 and the class rolls by the teachers.

On the final day of a school week, the class rolls are given to the Principal to review and sign off. If there is any unexplained non-attendance, the Principal or Principal's Secretary will contact the student's parents or guardians and identify if the Attendance Plan (as referred to in Clause 2 of this policy) is required to commence due to continuous unexplained absence.

All class rolls are scanned and uploaded into Google Drive in a Term Folder. The Term Folder in Google shared drive also includes the weekly report from SAS2000.

## 8. Student Attendance Improvement Plan

Through regular monitoring of attendance and absence patterns, and reviewing the excuses given for absences, Yeshiva College may identify that a student is at risk of poor attendance or becoming disengaged.

Yeshiva College will consider follow up and consider a Student Attendance Improvement Plan when a student has been absent more than five days in a term for any reason (indicating attendance falling below 90%), even for parent approved health-



related absences. (Refer Appendix 2)

A Plan will be implemented where:

- a) the absence is having a significant impact on a student's educational attainment, achievement and development
- b) a student has been truanting (absent without parental consent)
- c) a parent reports that a student refuses to attend school
- d) there has been no explanation for the student's absence
- e) a parent repeatedly fails to provide a reasonable excuse for their child's absence.

Where a student continues not meet the minimum requirements of the Student Attendance Improvement Plan, the student will enter into a Graduated Attendance Improvement Plan which will manage the students attendance at a timetabling point of view measuring the student attendance by session. (Refer Appendix 2)

Note: Where Yeshiva College has exhausted methods of strategies to improve a student's attendance, it will seek guidance from the Association of Independent Schools<sup>6</sup> (AIS)

---

<sup>6</sup> [The Association of Independent Schools](#) (AISNSW)



## 9. Exemptions<sup>7</sup>

Under section 25 of the Education Act students may be eligible for an exemption from enrolment or attendance in accordance with the Exemptions from Attendance and Enrolment – Guidelines for Independent Schools.

The Principal may grant Exemption from Attendance or Enrolment, including in circumstances as follows:

1. Full/ part day *Attendance Exemption*, for up to 100 days in a 12-month period; for reason:

- Exceptional Circumstance (ie: where a student has a health care plan)
- Employment in approved entertainment industry activities
- \*direction under the Public Health Act 2000
- participation in elite arts or sports program
- Exemptions for attendance will be monitored by the Principal Secretary who will notify the principal where the exemption is nearing to 100 days. The Principal will notify the guardian to alert that return to school is required and exemption certificate is expiring.

2. or *Enrolment Exemption* may include:

- \*age (in certain circumstances for children turning 6, but not exceeding 6 months
- after the child's 6th birthday)
- students who have completed Year 9 but not yet completed Year 10
- have secured a full-time apprenticeship or traineeship

\*Exemption Applications - Where a student the age of 6 (no more than 6 and 6 months after 6<sup>th</sup> birthday) or turning 6, for health, learning or disability to go to the Minister's Delegate and to be forwarded to the sector representative (AISNSW Head, Regulations and Programs).

The process for considering an application for exemption is:

- Parent acquires the 'Application for Exemption from Attendance or Enrolment' form from the Principals Secretary, and returns the completed form to the school
- Note: Appendix A from Exemptions from schools Procedure document in footnote 10 of this document
- Supporting evidence attached to the application include but not limited to: Direction under Public Health, enrolment confirmation into secured full-time apprenticeship or traineeship, confirmation of home tutoring, employment in entertainment industry
- Principal reviews the application against the criteria in the DET guidelines
- Certificate of Exemption awarded (if the application is supported), and original given to the parent. Copy of the application, certificate kept on the student's file

Should the approval not be granted, notice will be given in writing in time for the parent to appeal the decision in writing and/ or in person according to the principles of procedural fairness which are followed in all similar matters. Where part day exemptions have been approved then the attendance register must indicate the School Attendance Register Codes<sup>8</sup>

<sup>7</sup> In the writing of this Policy Yeshiva College referred to the publicly published [Exemption from Schools Procedures](#) (a Education and Communities – Resource and [Guide to school attendance – Advice for independent Schools](#))

<sup>8</sup> [School Attendance Register Codes](#)



#### 4. Record Keeping

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

#### 5. Compliance (Appendix 1) and Associated Acts and Tools related to this policy include but are not limited to:

- NSW Education Act 1990 (the Education Act)
- section 21B, 22,23 and 25 of the Education Act 1990
- Part 5 of the Education Act
- Section 47(g)(iv) of the Education Act
- NESA’s Registered and Accredited Individual Non-Government Schools NSW) Manual
- NSW Minister for Education – attendance codes
- AISNSW Resource Centre
- Public Health Act 2010
- The NSW Keep them Safe Mandatory Reporters Guide (MRG)
- the Child Protection (Working with Children) Act 2012 relating to working with children check clearances for all persons at the school engaged in child-related work ([legislation.nsw.gov.au](http://legislation.nsw.gov.au))
- the Children and Young Persons (Care and Protection) Act 1998 which sets out the responsibilities of Community Services with regard to child protection ([legislation.nsw.gov.au](http://legislation.nsw.gov.au)).

#### 6. Sign off and Release of this Policy

APPLICABLE TO	All students of Yeshiva College
DOCUMENT OWNER	The Principal of Yeshiva College
VERSION	V4.1
PREPARED BY	Yeshiva’s NESA Compliance Officer
LAST REVIEW DATE/S	2022
NEXT REVIEW DATE	2023
ASSOCIATED DOCUMENTS	<p>Enrolment Policy  <a href="#">Resources for Schools – Attendance Matters</a>          Usage of Attendance Codes          Student Attendance Improvement Plan (a AISNSW Template)          Graduated Attendance Improvement Plan (a AISNSW Template)          *Application for Exemption from Attendance School          * Application for Exemption from Enrolment at School          *Certificate for Exemption from Attendance at School          *(Education and Communities Resource Electronic Forms)          Early Leave Form / Late Arrival Slip          Supervision Policy          Enrolment Register          Family Summary Report          Significant Absence Report/ Parents Letter No Reason received.          Student Welfare Grid          Attendance Role - Template</p>



## EVIDENCE OF COMPLIANCE

## APPENDIX 1

REFERENCE	EVIDENCE	FILE LOCATION
*RANGS 3.8	Register of Enrolments: <ul style="list-style-type: none"> <li>Name, age, address</li> <li>Name, contact phone- parents/ guardians</li> <li>Date enrol/ depart (destination)</li> <li>Previous school (if applicable)</li> <li>Immunisation evidence</li> </ul>	Saved in SAS 2000
*RANGS 3.8	Attendance Register: <ul style="list-style-type: none"> <li>- Rolls</li> <li>- database</li> </ul>	Saved in Google Drive Admin> RANGS Entered in SAS 2000
Attendance Codes	Absences: (common codes)	As per current <a href="#">Usage of Attendance Codes</a>
	- A unexplained	
	- L leave + Certificate of Leave	
	- M + exemption form	
	- S + note	
	- B + approved school business	
	- Pa partial + late/ early note	
	- E suspended + ref	
*RANGS 3.8	Policy /Procedures: <ul style="list-style-type: none"> <li>Attendance Policy</li> <li>Enrolment Policy</li> </ul>	Saved in Google Drive Yeshiva Policies
*RANGS 3.8	- follow up unexplained absences:	Principal and Secretary of Principal Saved in Google Drive Compliance>Year> Term
	- notify parents poor attendance	Principal and Secretary of Principal Saved in Google Drive Compliance>Year> Term
	- school reports	Principal Saved in Google Drive Compliance>Year> Term
	- Student Attendance Improvement Plan / Graduated Attendance Plan	Principal Saved in Google Drive Compliance>Year> Term
	- Minister's Delegation (Section 25, Ed Act – Exemption of Attendance)	Principal Saved in Google Drive Compliance>Year> Term
*RANGS 3.10	Attendance data in Annual Report	Completed by Assistant to the Principals Office Saved in Google Drive Saved in Google Drive Compliance>Year> STS Attendance and reported in Schools Hub**

\*Registered and Accredited Individual Non-government School (NSW) Manual – March 2020

\*\* The provision of student attendance data is a requirement under the *Australian Education Regulation 2013* (the Regulation). Student attendance data is one of the measurements of schooling in Australia, agreed by all state, territory and the Commonwealth Ministers of Education. Yeshiva ensures reporting is completed in Schools Hub as required



## Follow up of Student Absences

## Appendix 2

