



RAVENSWOOD SCHOOL FOR GIRLS POLICY

Policy Subject: Attendance and Absenteeism

Contact Officer	Deputy Principal
Purpose	The purpose of this policy is to outline the need to monitor the daily attendance or absence of students.
Overview	<p>All students in NSW schools must commence school by the date of their sixth birthday. All students must complete Year 10. After Year 10 and until the age of 17 students must be:</p> <ul style="list-style-type: none"> • In school, or registered for home schooling, or • In approved education or training, or • In full-time, paid employment (average 25 hours/week), or • In a combination of these. <p>Regular attendance at school is essential to assist students to maximise their potential. In partnership with parents, the school is responsible for promoting the regular attendance of students.</p> <p>Under Section 25 of the Education Act 1990 the Principal must have in place policies and procedures to exercise the Minister's delegation to keep a register of daily attendance of all children at the school.</p> <p>When a student is absent from school, the Principal's delegate will undertake all reasonable measures to contact parents within one day of an unexplained absence occurring.</p>
Scope	This policy applies to Junior and Secondary School students.
The Policy	<p>The school will have in place procedures to:</p> <ul style="list-style-type: none"> • monitor the daily attendance/absence of students • identify absences from school and/or class(es) • follow up explained absences • notify parent(s) and/or guardian(s) regarding poor school and/or class attendance • transfer unsatisfactory attendance information to student files • grant an exemption from school attendance for periods totalling up to 100 days in a 12 month period for any one student. <p>The school will have in place and maintain a register of daily attendance that includes the following information for each student:</p> <ul style="list-style-type: none"> • daily attendance • absences • reason for absence • documentation to substantiate reason for absence.



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Explanations for student absences may include:

1. Reasons accepted by the Principal, such as:
 - misadventure or unforeseen event
 - participation in special events not related to the school
 - domestic necessity such as the serious illness of an immediate family member
 - attendance at funerals
 - recognised religious festivals or ceremonial occasions
 - sickness or as a result of a medical appointment.
2. Unexplained or unjustified absence. This reason is used if no notice has been provided by parents within seven days of absence
3. Suspension from school, refer Student Discipline Policy and Student Discipline Procedures.

The school will use the Attendance Common Code List approved by the Minister to notate absences.

The school will retain the register of daily attendance/absence for a period of seven (7) years after a student's last entry is made.

Date Approved	27 August 2014
Approval Authority	Principal
Date of Commencement	28 August 2014
Amendment Dates	19 March 2019
Date for Next Review	15 January 2020