

Student Attendance Policy

Vision Statement	The purpose of Pacific Brook Christian School is to provide a Christian educational community as a centre of teaching, learning and serving excellence, founded on Biblically-based beliefs, values and behaviour.
Rationale	It is incumbent on Christian communities to honour their legislative obligations as a reflection of their honouring the God who is sovereign over all. In addition, as a measure of the School's commitment to the Duty of Care of every student and to a holistic view of their education, it is right for a School to have procedures in place to monitor the attendance patterns of students and to liaise with families to account for non attendance.
Our Policy	Pacific Brook Christian School will record student attendance each day of the school's operation and will take reasonable measures to ascertain from families explanations for non-attendance, alerting appropriate authorities when matters of concern regarding attendance arise.
Source of Obligation	<p>The NSW Registration Manual (3.8) requires the Principal of the School to keep a register, in a form approved by the Minister, of the daily attendances of all children at the School.</p> <p>The NSW Registration Manual (3.6.2) requires the School to provide a safe and supportive environment by maintaining a student attendance register.</p>
Daily Attendance Register	<p>The School keeps a register of the daily attendance of all students at the School in electronic form.</p> <p>Attendance registers are in a form approved by the Minister for Education, and compliant with the New South Wales Attendance Register Codes.</p> <p>The School applies the Attendance Register Codes – Roll Reason Type.</p> <p>The register of daily attendance records the following information for each student:</p> <ul style="list-style-type: none">• daily attendance• absences• reasons for absences• documentation to substantiate reasons for absences.
Monitoring Daily Attendance	<p>The School has implemented the following systems and procedures in order to monitor the daily attendance of students and identify absences from the School:</p> <ul style="list-style-type: none">• Class rolls must be marked by the class teacher on a paper roll using the codes required by legislation• Class rolls to be marked each morning by 9am.• Absence list is sent to the Office.• Rolls are sent to the Office each Friday. The Office Manager records the attendance and absences electronically on the school attendance database.• For school activities not on the school grounds, such as excursions, sporting events etc, the roll will be marked at the beginning of the activity or event. If any students expected at the event are absent, their parents and the School Office will be contacted.• Students who are late report to the Office before going to class. The name of the student along with the date and time of their arrival is recorded and noted as a partial absence on the roll.• Family members who collect their child for an appointment during the school day must report to the Office. The name of the student along with the date and time of the student's departure is recorded and noted as a partial absence on the roll.• Procedures should be reviewed annually.
Analysing Student Attendance Data	Pacific Brook Christian School has processes in place for monitoring student attendance data.
Following Up Unexplained Student Absences	<p>The School has implemented the following systems and procedures to follow up on unexplained absences from school:</p> <ul style="list-style-type: none">• Unexplained absences will be followed up by the Office Manager.• Where absences are unexplained in writing, parents will receive an email from the school on the day of the absence. Parents may respond by email or written note. Parents are required to respond to this communication, and provide written explanation of absences within seven (7) days.• Student absence will be monitored by the Class teacher on a daily basis. The Class teacher is to liaise with the Principal regarding any extended or unexplained absence.• The Class teacher will contact parents where a student is absent for one week without explanation. Further outstanding absences will be referred to the Principal.• Should the absence remain unexplained, a further email will be sent to parents after one week.• Form letters to communicate with parents regarding unexplained absences should be approved by the Principal.• Unexplained absences will be followed up regularly during the term in order to secure the required documentation.• If no written note or email has been received by the school at the end of the term to explain the student's absence, their absence will be recorded on the roll as unexplained.
Unsatisfactory Attendance Intervention Strategies	<p>The School has implemented the following strategies to improve unsatisfactory attendance and student engagement in school and learning:</p> <ul style="list-style-type: none">• Students with persistently low attendance will be monitored, and personalised strategies will be considered to increase their attendance and/or engage them in continuing education programs. In this situation a Student Attendance Plan would be used. Attendance Improvement Plans will be developed by the Head of School and Year Advisor in conjunction with the student and their parent/carers.• Where frequent absences are explained as being due to illness, the School will request medical certificates for the absences and will consult with parents/guardians regarding the health care needs of the student.• A Student Attendance Improvement planning meeting can be held where agreed actions are noted and goals are set to improve student attendance. This meeting will be conducted by the Principal. Documents using the Student Attendance Improvement Plan will be saved

in the student file. Communication and emails will be documented.

- All required reports will be made to the Community Services Child Protection Helpline, and/or contact will be made with the Child Wellbeing Unit if there are safety, welfare or wellbeing concerns in relation to student attendance.
- Independent schools are supported in this process through the Department of Education's legal branch and can obtain assistance from the AIS Education Regulations and Program Implementation Team on (02) 9299 2845.

Click here for Student Attendance Improvement Plan

Also refer to **Quality of Educational Program (Record of Achievements and Engagement in Learning)** and **Truancy**.

Records of the Register of Daily Attendance

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