



# South Grafton High School Attendance Procedures

This document should be read in conjunction with:

- The DoE school attendance policy.  
<https://education.nsw.gov.au/policy-library/policies/school-attendance-policy>
- Exemption guidelines.  
[https://education.nsw.gov.au/policy-library/associated-documents/exempt\\_gui.pdf](https://education.nsw.gov.au/policy-library/associated-documents/exempt_gui.pdf)
- DET school attendance procedures.  
<https://education.nsw.gov.au/policy-library/associated-documents/Student-Attendance-in-Government-Schools-Procedures-2015-word-version.docx>
- Attendance Register Codes.  
[https://education.nsw.gov.au/policy-library/related-documents/reg\\_codes.pdf](https://education.nsw.gov.au/policy-library/related-documents/reg_codes.pdf)
- Parent's attendance guide.  
[https://education.nsw.gov.au/wellbeing-and-learning/media/documents/attendance-behaviour-engagement/attendance/attendance\\_parents.pdf](https://education.nsw.gov.au/wellbeing-and-learning/media/documents/attendance-behaviour-engagement/attendance/attendance_parents.pdf)

## **Responsibilities of parents**

Parents are encouraged to read the DoE parent's attendance guide which gives a summary of attendance law for parents/carers.

[https://education.nsw.gov.au/wellbeing-and-learning/media/documents/attendance-behaviour-engagement/attendance/attendance\\_parents.pdf](https://education.nsw.gov.au/wellbeing-and-learning/media/documents/attendance-behaviour-engagement/attendance/attendance_parents.pdf)

If a student is absent, parents/carers may phone, text, email, use the portal, send a written note or come in person to explain the reasons for their child's absence.

Parents/carers may view their child's attendance data through the SENTRAL parent portal. They are encouraged to contact the Head Teacher Teaching and Learning if they wish to discuss their child's attendance or have any questions about school attendance.

## **Responsibilities of classroom teachers.**

Classroom teachers at South Grafton High School are responsible for marking the rolls for their classes on SENTRAL each lesson.

Students are assumed to be present unless they are marked absent. If a student is late or leaves early then this should be recorded as late arrival or early leaver.

Rolls should be completed as soon as possible at the start of the lesson and in any event at the start of lesson one.

Classroom teachers are responsible for chasing up students who are believed to be at school yet do not attend a particular class. If this is due to truancy then the teacher should record the truancy as a negative incident, contact the student's parents/carers and place the student on a class conduct level.

If due to equipment failure or if it is impractical to take an electronic roll on any given lesson then the supervising teacher is responsible for taking a paper roll and transferring that into SENTRAL as soon as possible.

Classroom teachers are encouraged to ask the advice of the office staff or the Head Teacher Teaching and Learning if they have questions on how a student's attendance should be recorded.

## **Responsibilities of the office staff.**

The office administrator responsible for attendance each day is the first point of contact on any question of attendance or recording attendance.



They are responsible for marking students late if they arrive after the start of the day, or for signing out students who leave before the end of the day and giving them a printed leave pass.

The office staff have the Principal's delegated authority to authorise absence for sickness or leave to students if they are given suitable reasons for absence from the student's parents/carers. If a reason given for absence is too vague to allow the absence to be authorised, office staff are encouraged to say, "By law the Principal may only authorise absence for specific reasons, for example, sick for illness or a medical appointment, or leave for a family holiday otherwise absences have to be marked as unauthorised. Please advise if your child's absence fits one of these reasons."

Office staff should refer requests for authorisation of absence to the Head Teacher Teaching and Learning or the Principal if they are not sure whether the absence should be authorised.

Reasons for absence may be received by email, text, through the SENTRAL parent's portal, in person or by written note.

Staff supervising students absent on excursions should ensure an accurate list of students on the excursion is given to a member of the office staff for entering into SENTRAL.

Office staff should send out emails or texts to the parents/carers of students who have an absence that is unexplained before recess each day.

### **Responsibilities of the Head Teacher Teaching and Learning.**

The Head Teacher Teaching and Learning is responsible to the Principal for all matters concerning attendance at South Grafton High School.

Specific responsibilities include:

- Monitoring the daily attendance of students and groups of students.
- Contacting parents/carers as required regarding attendance matters.
- Sending emails or texts each day when possible to the parents/carers of students with unexplained partial absences.
- Liaising with the Home School Liaison Officer regarding students whose attendance is causing concern.
- Contacting the wellbeing unit or FACS regarding a student's attendance when required by legislation.
- Ensuring that South Grafton High School attendance procedures follow DoE guidelines and policies and advising the Principal on matters of attendance.
- Completing DoE attendance returns.
- Reporting attendance to Centrelink with regards to Abstudy.
- Setting termly attendance targets for each year group, overall targets for the school and contributing attendance strategies for the school plan when appropriate.
- Overall oversight of attendance rewards and sanctions.
- Completing Exemption Certificates as required.

### **Exemptions.**

The DoE procedures on exemptions can be found at

[https://education.nsw.gov.au/policy-library/associated-documents/exempt\\_gui.pdf](https://education.nsw.gov.au/policy-library/associated-documents/exempt_gui.pdf)

### **Implementation of these procedures at South Grafton High School.**

Exemption certificates will be completed for students by the Head Teacher Teaching and Learning in accordance with the DoE procedures.

If a member of staff believes that an exemption would be appropriate for a student they should discuss this with the Principal or with the Head Teacher Teaching and Learning.



The Head Teacher Teaching and Learning will create the exemption certificate and will send this to the Principal for final approval together with the evidence supporting the request. The Principal will then send the exemption certificate to the Director Public Schools NSW if required by the DoE procedures.

A copy of the completed certificate will be given to the student's parents/carers and a copy put into the student's file. The Head Teacher Teaching and Learning will ensure that the student is marked "Exempt" on SENTRAL when appropriate.

### **Students in the Tutorial Centre, ED and MCC class.**

The Head Teacher Special Education will make an application to the Director if students in the TC, ED or MCC classes require part day exemptions as part of their education program. When approval for the part day exemption is received from the Director then the Head Teacher Teaching and Learning will create the exemption certificate.

A copy of the completed certificate will be given to the student's parents/carers and a copy put into the student's file. The Head Teacher Special Education will ensure that the student is marked "Exempt" on SENTRAL when appropriate.