



Attendance Policy

Written: 2006 Reviewed: 2011, 2012

Responsibility: Campus Deputies

Section: Students

Purpose

As a registered ACT school Burgmann Anglican School is bound by the ACT *Education Act 2004*. That Act requires schools to encourage the attendance of enrolled school-aged students and to keep an accurate record of their attendance or non-attendance and the reason for non-attendance. This policy outlines Burgmann Anglican School's management of attendance.

Associated Policies and Documents

- Education Participation (Enrolment and Attendance) Policy
- Attendance at ACT Non-Government Schools Procedure
- Exemption Certificates Procedure
- Sub-School and Front Office Attendance Recording Procedures

Policy Statement

Attendance rolls at Burgmann Anglican School for students in Kindergarten to Year 12 are kept electronically using a computer software program. This program is networked and staff have access to the software via any staff computer access point in the school.

Roll Marking

For students enrolled in the Preschool program, parents sign in their daughter/son at the beginning of the day and sign out their daughter/son at the end of the day. Sign in records in the Preschool are paper based and are archived at the end of each term.

Kindergarten to Year 8 (Early Childhood, Junior and Middle School) rolls are marked to record the attendance or absence of each student by the core teacher at the first lesson of each day. This must be done prior to 9.30am each morning.

Senior School students record their arrival by swiping their student identification card at the campus Front Office or in the Senior School Office. They may manually record their arrival in the Senior School Office if required. Senior School office staff are responsible for ensuring Senior School rolls are completed each day. Senior School student attendance is also recorded at the commencement of each lesson.

Late Arrivals

Students from Kindergarten to Year 8 who arrive late to school (after 8.40am) must proceed to the Front Office (on the appropriate campus) to be issued with a late notice. This notice may be signed by the parent if they are present and kept by the student's core teacher. Senior School students must report to the Senior School Office to obtain a late note.

Absences

Where a student absence is known in advance, parents are asked to apply for leave for their daughter/son in writing to the Head of School and where necessary, to apply for an Exemption Certificate through the Department of Education and Training.



When students are absent from school unexpectedly, parents are requested to notify the school of the absence prior to 9:00am on each day the student is absent. This may be done by phoning the appropriate school office, leaving a message on the Student Absence Line or by sending an email. Parents are requested to provide a reason for the absence.

From approximately 9.30am office staff will contact parents of all students who have not arrived at school without explanation to confirm the absence and to ascertain the reason for it. This will be done by phoning the parents or, if contact is not made by phone, an email will be sent to the parents asking them to confirm the absence and to provide a reason for it.

Monitoring of Student Attendance

At the end of each week a report is produced from the Attendance system and sent electronically to each sub-school. These reports are reviewed and any persistent lateness or absence is followed up by the Head of School in Early Childhood, Junior and Middle School or the Pastoral Care Tutor or Head of House in Senior School.

Signing Out

Students who leave the school grounds during the school day must be signed out by a parent/guardian or in the case of older students, with the permission of a parent/guardian.