



Attendance Policy and Procedures

1. Attendance Responsibilities

1.1. For the sake of convenience, respective responsibilities may be summarised as follows:

1.1.1. Parents/guardians of students enrolled at the College are responsible for:

- ensuring that a student attends the College daily and on time;
- informing the college before 8:30am if their child is going to be late or absent on a particular date;
- explaining any partial or whole day absences of their child from the College as soon as possible following the absence ([Google form available for parents](#));
- taking any necessary measures to resolve attendance related issues involving their child;
- attending any scheduled meetings regarding the leave or absence of their child;
- planning family vacations to coincide with scheduled College vacations;
- informing the College when the child leaves the College, providing information about reasons for leaving the College and the next school/College the child will be attending. If the parents fail to inform the College of a destination school, Westbourne will make a report to the Department of Education as detailed in

1.1.2. Students of the College are responsible for:

- attending College daily and on time;
- attending all classes, participating fully and to the best of their ability;
- making up work missed as soon as possible after an absence and within the time designated by the College.

1.1.3. College staff are responsible for:

- supporting the regular attendance of students by providing a caring teaching and learning environment which fosters students' sense of well being and belonging to the College community;



- recognising and rewarding improved student attendance;
- maintaining accurate records of student attendance for morning and afternoon sessions;
- maintaining accurate records of student attendance on external events such as lab visits at the start and end of each session of each visit using [Google Excursion form](#);
- implementing programs and practices to address attendance issues when they arise;
- providing clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance;
- ensuring that they adhere to and apply all attendance related procedures;
- ensuring that they are particularly vigilant when marking attendance and check that their records are up to date and accurate;
- ensuring that they follow up any unexplained partial or whole day absences with the student and/or parents. The admin staff can support this by contacting parents after 9:30am when an absence is unexplained.

1.1.4. The Principal is responsible for ensuring that:

- students are enrolled as per requirements;
- parents/guardians are complying with College procedures;
- staff strictly adhere to College attendance procedures;
- staff are trained and receive the necessary information and support to ensure that all attendance records are both accurate and stored in a safe and appropriate manner;
- all acceptance and or denial of leave requests are communicated;
- staff are nominated to maintain attendance registers and records of attendance and absence;
- where a student is absent for 30 days the Mandatory Reporting Guide of the Keep Them Safe website www.keepthemsafe.nsw.gov.au is consulted to determine whether a report is required.
- Address instances where parents are not consistently completing the absence report form through email or a phone call.



1.2. The register is a legal document. Failure to comply with the following instructions, by any member of staff, could cause serious embarrassment for the School and have legal consequences.

1.3. The Register should be completed accurately and carefully using the following symbols:

Symbols to be used for student registration		
Symbol	Meaning	Notes
1	1 – PRESENT Pupils on the admissions register who are present at the start of each day. This symbol should be used by teachers when they take the register at the start of each lesson.	
Symbols to be used for explanation of student absence		
Symbol	Meaning	Notes
A	A – UNEXPLAINED ABSENCE The student's absence is unexplained or unjustified. This symbol must be used if no explanation has been provided by parents within seven days of the occurrence of an absence or the explanation is not accepted by the principal. It is at the principal's discretion to accept or not accept the explanation provided.	To be also used if the principal does not accept that an absence (e.g., for extended leave/travel during college term) is in the student's best interests and that the reason is unjustified.
S	S – SICK The student's absence is due to sickness or as the result of a medical or paramedical appointment. In these cases: – a medical certificate is provided or. – the absence was due to sickness and the principal accepts this explanation. Principals may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory attendance.	



L	L – EXCEPTIONAL CIRCUMSTANCES - An explanation of the absence is provided which has been accepted by the principal. This may be due to: – misadventure or unforeseen event – participation in special events not related to the school – domestic necessity such as serious illness of an immediate family member – attendance at funerals – travel in Australia and overseas – recognised religious festivals or ceremonial occasions.	Note that this code is to be used if the reason for the absence (e.g., extended leave/travel) is accepted by the principal. The principal may consider an Application for Extended Leave/Travel from parents, and provide a Certificate for Extended Leave/Travel, if approved.
Pa	Pa – PARTIAL ABSENCE - The student was present for some of the school day but left due to: – illness – appointment	The time of departure should be noted on the register
E	The student was suspended from school	
M	The student was exempted from attending school and a Certificate of Exemption has been issued by a delegated officer.	
F	F – FLEXIBLE TIMETABLE The student is participating in a flexible timetable and not present because they are not required to be at school.	The code should be used in independent schools for students attending external tutorial centres and other programs that are school authorised.
B	B – EDUCATIONAL ACTIVITY The student is absent from the school on official school business. This symbol is recorded where the principal approves the student leaving the school site to undertake, for example: – work experience – school sport (representative events) – school excursions – student exchange	The 'B' code is used for sport when the student has been selected to represent the College at an event. If the student is participating at an elite level (state or national squads), consideration may be given to an Exemption from Attendance (Elite Sports/Arts)



2. Administrative Procedures

- Attendance registers should be taken at 8:20 am and 1:30 pm by the year tutor. Records must be accurate and up to date.
- Totals should be calculated each day, week and at the end of term by the Year Tutor. Any patterns of non-attendance should be brought to the attention of the IBDP Coordinator and/or Principal.
- The attendance data will be reported to parents at the end of each term and a cumulative total at the end of an academic year.
- The Principal with the IBDP Coordinator will be responsible for the on-going monitoring and analysis of attendance data.

2.1. Absences

- If a student is marked absent at the beginning of the morning, the year tutor will confirm the absence and the reason with the parents. The year tutor will communicate absences to staff when the information has been gathered.
- In the case of a planned absence, that is where we have been previously advised as to a reason for absence, the Register may be filled in appropriately in the Year Tutor's session.
- When absence is unplanned, parents are requested to advise us by telephone or relevant Google form when a student is ill.
- Should an explanation not be received, the year tutor will pursue the matter to a satisfactory conclusion or reference to the IB Coordinator/Principal if necessary
- If a student is absent from a class and the teacher has not been informed, the teacher should refer the matter to the year tutor who is responsible for following up the absence from the lesson. If this becomes a regular issue the matter should be



raised with the parents. If this procedure fails to deal with persistent absence, then the matter should be reported to the Principal.

- Students who arrive after 8.30am are noted as partial absence and their lateness will be noted and followed up by the year tutor;
- The register of daily attendances must be retained for a period of seven (7) years after the last entry was made.

2.1.1. Early Departure Procedure:

Where a request has been made for a student to leave College, they must ensure that this is communicated and permission granted by the IB Coordinator or the Principal on the relevant Google form.

2.1.2. Unexplained Absences:

- Absences that are not explained after three days are required to be followed up by the year tutor. The tutor has the option of calling a parent and requesting written notification and/or medical certification be sent in, or generating a letter listing the days absent for parents to provide a reason and return.
- If the absence remains unexplained after 7 days it will be recorded as a 'declared absence'. Declared absence reports are then provided to the Principal so that follow up action can be taken.

2.1.3. Student becomes unwell during the school day

- If a student is required to leave partway through the day due to being unwell, the IBDP Coordinator, Principal or other staff member should call home to inform the family and arrange pick up from the College if necessary.



2.1.4 Unknown Destination School Procedure

Students under 17 with an unknown destination at the time of leaving the school-
The school must notify the NSW Department of Education and record the date of notification in the enrolment register.

For each student who has left the school with an unknown destination, the following information must be provided:

full name date of birth, last known address, last attendance date, possible destination, full name of parent(s)/guardian(s), contact information for parent(s)/guardian(s), Work, Health and Safety risks of contacting parent(s)/guardian(s)/student or any information that may help locate the student. A proforma for contacting the Department of Education has been included at the bottom of this policy

2.2. Strategies to Improve Attendance:

- A strategy that can be effective in restoring the unsatisfactory attendance of a student is putting the student on an Attendance Agreement whereby undertakings are made by the student, the parent/s (where applicable) and the school that intend on restoring the student's attendance to a satisfactory level over a 20 consecutive school day period.
- If strategies such as the Attendance Agreement are not successful in restoring the attendance of the student then further action may be pursued by the Principal.

2.2.1. Strategies to Promote 100% Attendance

- We promote 100% attendance by planning and providing engaging lessons / learning experiences which have a clear focus that meet students' needs and therefore enable every student to succeed.
- Further, monitoring of every student's attendance and effective communication with parents supports improvement in achievement levels.



- Staff encourage attendance by consistently applying the following strategies:
 - i. promote the importance of attendance to parents;
 - ii. make teachers known to parents so that communication about attendance is ongoing;
 - iii. encourage involvement in College events;
 - iv. require staff to monitor and identify the early warning signs of irregular school attendance, such as: missing lessons during a school day; arriving late for College; leaving College early; many days absent, either unexplained or citing ‘family reasons’.

2.2.2. Other factors which develop a positive attitude towards school attendance include:

- the development of excellent relationships between staff and students, which makes their time in College valuable in more than simply educational terms;
- the creation of a team ethic within the student body where excellent relationships provide a positive stimulus to encourage students to attend;
- the zero-tolerance approach to any forms of bullying or inappropriate behaviour. The principle is that issues are dealt with at the root rather than letting barriers develop between staff and students.
- The College is committed to developing positive strategies and intervention strategies in order to maintain an excellent standard of attendance.

2.2.3. Where there is a concern for student welfare manifested by persistent absence, recourse to internal counselling may be appropriate.

The IBDP Coordinator or the Principal will conduct individual discussions with the student in order to offer support. This provides the opportunity for students to have someone to talk to when they have issues or concerns. This procedure lies outside any corrective actions which may be necessary as above and provides a safe



environment for students to discuss their concerns in a supportive and non-judgemental environment.

2.3. Scheduled Extended Absences/Leave Procedure

- Parents/guardians and students are supplied with the College term dates at the start of each academic year. At this point they are advised to only schedule holidays during the official College holiday periods.
- Parents or students are required to complete an Application for Extended Leave and it is at the Principal's discretion to accept the reason provided by the parent or student relating to their travel requests. It is good practice to request travel documentation from the parent or applicant for periods of travel over 5 days, this may include a travel itinerary or e-ticket.
- There is no minimum or maximum period of time that a parent may request leave provisions for the student. However, if the leave request exceeds 30 school days, the leave is denied. If the principal accepts the reason and wishes to grant a period of leave to the student then they are required to complete a Certificate of Extended Leave.
- The Principal may delegate the responsibility of preparation of leave approval forms but retains the right of approval.



Student Enrolment Destination Unknown Notification

This form has been prepared to provide a Department of Education Home School Liaison Officer (HSLO) with details where the enrolment destination of a student of compulsory school age is unknown.

Name of School:

Location of School:

School contact details:

Student Details

Student Name:

Date of Birth:

Last known address:

Last day attended:

Has the student enrolment been withdrawn and parent notified (date):

Parent Details

Parent Name(s):

Contact details:

Further information

Possible destination:

Other relevant information:

Any risks associated with contacting the student or parent?

Outline what efforts the school has taken to locate the child/children

Principal Name:

Principal Signature:

Date