



Trustees of the Anglican Diocese of Armidale

Attendance 2016

POLICY

Calrossy Anglican School maintains a register of enrolments in both electronic and written form and an electronic copy of daily attendances of all children at the school.

PROCEDURES

Each student's name, age, address, parent(s) names, parent contact phone numbers previous school (where relevant) and date of enrolment are part of the data stored in the MAZE database. Absence data for students is also recorded in the MAZE database. The MAZE files are backed up daily with copies of recent backups stored off site as well as on-site. The iWise internet site is an interface with the school's MAZE database which is also used for entry of absence data.

Each year a printout of student family details is posted to parents for them to check details on MAZE are still current.

The procedures for storage of student attendance data are:

- Upon enrolment, the MAZE clerical support person enters the student's details in MAZE
- Each school day begins with roll marking either in classes (primary school), roll call groups (secondary schools)
- Roll marking is carried out at the beginning of all lessons in Secondary and twice a day in Primary electronically using CE Teachers.
- The secretary responsible for absences:
 - enters the daily absences in MAZE or iWise
 - records parental notes explaining absences in MAZE or iWise
 - files parental notes explaining absences
 - records students signing in and out of the school
 - sends SMS's to parents of students who are absent without prior explanation to ensure no mishap has occurred in the student's travel to school
 - distributes to staffrooms a printout of the daily absences (secondary only)
 - sends letters to parents where explanation notes have not been forthcoming

- archives the physical roll mark slips, records of SMSs sent and attempts to contact parents by other means, letters sent to parents asking for explanation of absences
- When a student leaves the school, the Deputy's secretary, has a checklist of steps which need to take place. These include:
 - making a printout from MAZE of the student's absence history for that calendar year to give to the absences secretary for the absence archives
 - recording on MAZE the date of leaving the school and the destination school (where known) and any known change of family address
 - contacting a home school liaison officer from the Department of education and Training if the student is under 17 years of age and the destination school or further training or employment situation is not known
- Poor attendance is very rare and hence causes teachers to express concern to the Deputy or Head of Boys/Girls/Primary before this becomes too significant a problem. In such cases the practice is generally for the Head of Boys/Girls/Primary to contact parents and/or students to discuss the situation and to see whether the school needs to facilitate better attendance in some way
- In the case of overseas students, teachers are to specifically notify the Principal if his/her attendance in the course(s) falls below 80% at any time. In this situation the Principal will notify the student in writing of the intention to notify the Secretary of DEEWR through PRISMS.
- Each teacher is to mark the class roll each lesson.
- Where students fail to attend a lesson it is their teacher's responsibility to alert the Deputy/Head of Boys/Girls/Primary after checking that there was not a reasonable explanation (signed out with parent note, in dispensary etc.). The Deputy/Head of Boys/Girls/Primary then interviews the student and may, depending on circumstances, place the student on an attendance sheet to be signed by all class teachers and/or inform the student's parent(s).
- Student MAZE data is maintained for at least 5 years following a student's departure from the school
- Attendance data is maintained for in excess of 7 years following students leaving the school. This information is held in the Archive Room of the Brisbane St Campus Library as well as a copy being kept at Simpson House (approx. 3 km from Brisbane St Campus)
- In the case of students on exchange to overseas schools for prolonged periods or for prolonged periods of travel, the Principal exercises the Minister's Delegation under Section 25 of the Education Act 1990. For students to be exempt from school, the parent or guardian must seek permission in writing from the Principal and all school procedures relating to requirements are to be satisfied before exemption is granted.

NOTE: previous to 2006, an index card system recorded generally similar information to the profile sheet.