



**Emmaus
Christian
School**

Attendance Policy

Student Welfare Policy SW1-1

Access Level - Public
Created March 2019

Student Welfare Policy

SW1-1 Student Attendance

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| Prepared by | CEN |
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Version History

| Version | Date | Notes |
|---------|------------|---|
| 1.0 | March 2017 | New policy based on CEN Hub version by W. Morris |
| 1.1 | March 2017 | Updated by Director of Studies and finalised by Principal |
| 1.2 | Nov 2018 | Reformatted to new style guide and logo |
| 1.3 | March 2019 | Update from review by Exec, update record retention time as per new Guidelines. |
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| | | |

Important related documents:

- Enrolment Policy
- Welfare Policy
- Discipline Policy
- Student Code of Conduct
- Secondary Assessment Policy
- Records Retention & Disposal Schedule for Non-Government Schools -2nd Edition April, 2018 © Australian Society of Archivists Inc.

Relevant legislation:

Education Act 2004 (ACT)





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Vision/Purpose

Emmaus exists to partner with parents, in providing a Christ-centred, Biblically-grounded and academically-rigorous education, which enables students to grow in wisdom and character, to the glory of God.

Values

1. Caring for Others

At Emmaus, we value, care for and respect each other because we are all made in the image of God. We partner with parents to care for and develop the whole person- body, soul and spirit. We foster a sense of belonging, celebrate one another's achievements and choose to be grateful for our school and each other. We are a community that learns in a fun, creative, encouraging and generous environment.

2. Striving for Mastery

At Emmaus, we encourage students to strive for excellence in all aspects of life: in study, work, and in relationships with God and with people. We believe God equips every person with gifts and abilities. We seek to instil in our students a strong desire to apply their utmost to what they do, an attribute that will long outlive their school years. Students are encouraged to master and apply academic and life skills in order to make the most of their opportunities in later life. Our goal is to equip students with the necessary skills and understanding to make wise and Godly choices, and to live resilient, fulfilled, and productive lives.

3. Equipping for Service

At Emmaus, our motivation for service is the love that Christ has shown us: his life of servant leadership is the example we seek to follow. Staff at Emmaus model integrity, accountability and the value of excellence in our work. We strive to equip students with both the desire and the skills to make a difference in the lives of others. We aim to grow students who are rich in Godly wisdom and noble character, and find their security in the love of Christ.



1 Introduction

The Education Act 2004 (ACT), sections 99-102, requires schools to ensure that students attend school, and to act to encourage attendance from those who are not attending school regularly. It also requires that registers of Enrolment and Daily Attendance of all students at the school be maintained. The primary goal of the school's attendance procedures is the well-being and quality education of all students.

Section 146A of the act requires that the Transfer Register be maintained.

2 Christian Rationale

Emmaus Christian School Canberra exists to partner with parents in educating their children. The school undertakes this role with great respect, understanding that this responsibility and authority also comes from God.

First, regular attendance at school is essential to assist students to maximise their learning. Second, the school has a duty of care for students during school hours. The register of attendance is an important tool to ensure the whereabouts and safety of all students enrolled at the school, and to give an account to their parents. It allows the school to pursue its educational programs, as well as appropriate welfare, pastoral care and discipline for the student.

Encouraging regular attendance is a core school responsibility. Procedures for the accurate record of enrolments and daily attendance, and follow-up of absences, assist the school to fulfill its responsibilities to students and their families, to the ACT government, and to God.

Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving. Colossians 3:23-24

3 Purpose of this document

This document sets out the policy and procedures of Emmaus Christian School Canberra to: accurately record student enrolments; accurately record student attendance, to enable the school to exercise its duty of care and pastoral obligations towards students, to enable the school to accurately inform parents of absence, and to fulfil its legal responsibilities with respect to accurate records of enrolment and attendance.



4 Who must comply

| Responsibilities | Evidence of Compliance |
|---|--|
| Principal | |
| Maintain a Register of Enrolments | Electronic Student Management System ,ACT Student Transfer Register |
| Maintain an Attendance Register in a form approved by the Minister, documenting absences; kept available for inspection | Student Management System class rolls, and student records |
| Ensure procedures for a safe environment and pastoral care for students | Policies – WH&S; Welfare; Behaviour Expectations; Attendance |
| Ensure procedures which: <ul style="list-style-type: none"> • Monitor daily attendance • Identify and follow up absences • Inform staff; students and parents of attendance requirements • Inform school staff of attendance requirements • Follow procedural fairness guidelines in all circumstances | This document Class rolls; notes; Certificates of Leave Enrolment Pack; parent information nights; newsletters; website Staff induction for new staff |
| Inform ACT Non-Government School Liaison Officer of attendance problems/ issues | Student files, Principal's files |
| Board | |
| Review reports and attendance patterns | Board reports |
| Business Manager | |
| Overview of attendance registers; administrative procedures; Staff training | Class rolls; Student Management System records; procedural review; Staff meetings |
| Enrolment Officer | |
| Maintenance of records of enrolment/ absence | Student Management System Sending if Absence SMS to carers |
| Heads of School | |
| Staff training | Staff meetings, new staff induction |
| Contact parents for student welfare & missed schoolwork | Emails, Student Management System records |
| Teachers | |
| Daily attendance rolls; Follow up notes | Class rolls on Student Management System |
| Pastoral care of students | Teacher records; (database) comments |
| Follow up unexplained absences | Emails to parents |
| Front Office Staff | |
| Receive notes; communicate to staff | Attendance records; notes from parents, absence notification via Skoolbag |
| Student Welfare Coordinator | |
| Pastoral care of students | (database) |
| Parents | |
| Ensure their school-aged child attends school | Enrolment Terms of Agreement |
| Explain absence of child within 7 days | Filed notes; (database) |



5 Policy

The school will:

- a. Maintain an accurate Register of Enrolment and promptly update the ACT Student Transfer Register on enrolment and departure of students.
- b. Maintain a Register of Daily Attendance.
- c. Maintain procedures to record attendance and absences accurately.
- d. Maintain procedures to encourage students enrolled at Emmaus Christian School Canberra attend school.
- e. Refer parents to appropriate support services to enable regular attendance where our own procedures are unsuccessful.
- f. Contact the ACT Non-government School Liaison officer for help in encouraging attendance where procedures at (d) and (e) have been unsuccessful.

6 Procedures

6.1 Register of Enrolment

- The school will maintain a Register of Enrolments on Student Administrative System that includes for each student:
 - Full name as it appears on birth certificate, age and address
 - Name, email and contact telephone number of parent(s)/guardian(s)
 - Date of enrolment and, where appropriate, the date of leaving the school and the student's destination
 - For students older than 6 years of age, previous school or pre-enrolment situation
- The Register of Enrolments will be retained for a minimum of 75 years.
- Student Administrative System retains records indefinitely and is backed up at regular intervals.
- The ACT Student Transfer Register will be updated on the day students arrive or leave if this is within the school year, and within 10 days of the beginning and end of the year.

6.2 Attendance

- The school's requirements and expectations for attendance are communicated to parents and students at enrolment and reinforced regularly through Parent Information Nights and Parent-Teacher Meetings.
- The daily attendance/ absence of students will be monitored by an electronic class roll connected to the database.
- Attendance will be marked at events such as sport carnivals, excursions and off-site activities, and will be transcribed into rolls.
- Where no prior notification has been received, parents are informed by SMS of student absence.
- Absences (Kindergarten to Year 10) are recorded on student reports.
- The Principal shall inform Front Office staff of suspensions and expulsions.
- Class rolls and documentation will be retained for 75 years after the last entry was made. Retained on Denbigh system indefinitely; backed up at regular intervals.



- The Attendance Register must be available for inspection during school hours by any authorised person, who may require the principal of the school to furnish a copy of the register or any part of it.

6.3 Class Rolls

- Rolls K - Year 10 are identified by year number (including teacher's initials where needed).
- Rolls are marked electronically each morning in class (primary)/ homeroom (secondary) using the exception method (marking absences only).

6.4 Notes from Parents

- Absence notes are directed to the front office and added to student files.
- If a note includes information in addition to the explanation of the student's absence, the Enrolment Officer will indicate where it should be directed.

6.5 Late Arrivals

- Students late to school sign in on the iPad at the Front Office, and will receive a slip marked with the time of arrival and reason for lateness, to be given to their class teacher. Signing in via the iPad automatically updates the Denbigh attendance record.

6.6 Early Leave

- Students are required to bring a note from a parent to state the reason for early departure from the school, and the time they will be picked up.
- Students must be signed out by a parent at the front office, unless the parent has notified the school of alternate arrangements.
- If parents notify the school of another adult picking up their child, the Front Office staff shall email the information for the student's class or homeroom teacher to inform the student.
- If a student appears anxious about the identity of an adult arriving to pick them up, the Front Office staff should ask the child to wait in another room, and inform the Principal or another Executive staff member of the circumstances.

6.7 Absences

- All student absences are to be notified: by phone, email or in writing.
- '3 Day Rule' - When a student is absent more than 2 days with no notice, the teacher will follow up the reason for the absence.
- When a note of absence from the parent is returned:
 - to class, the teacher will send it to the front office.
 - to the Front Office, office staff will amend the Denbigh record and file the note in student files.
- Number of days absent are indicated on student reports.
- If truancy is suspected in cases of unexplained absences, and parents are unable to be contacted, a letter may be sent from the school.
- Staff should refer any comments or observations about attendance or absences to the Enrolment Officer.



6.8 Unsatisfactory Attendance

- Unsatisfactory attendance may include frequent absences, or a pattern of lateness or absences, even if notification is provided.
- If a student has a pattern of unexplained absences, or a pattern of unacceptable school or class attendance even with an explanation from parents, the Enrolment Officer, or homeroom/ class teacher, will notify their Head of School, who will bring the matter to the attention of the School's Executive Staff.
- The Head of School will contact parents, and the school will work with parents to resolve the situation.
- If no resolution can be reached, the family will be referred to appropriate support services.
- If there is still no resolution, the Principal will contact the ACT Education Directorate's Non-government School Liaison Officer for assistance.

6.9 Reporting Student Attendance (DEEWR)

The schools will report attendance data twice a year as required. Student attendance data is to be collected and reported according to the standards outlined in the *National Standards for Student Attendance Data Reporting*. (ACARA)

6.10 Reporting

The Principal will include attendance rates by class in the Annual Report, available via the School's website.



