

# ATTENDANCE POLICY

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## What you need to know

- Mount Annan Christian College desires to support students and families to prioritise school attendance.
- Monitoring of daily attendance is an important aspect of ensuring the safety and wellbeing of our students.
- This policy provides students, parents, and staff with the attendance procedures to be followed, empowering all stakeholders to meet their attendance responsibilities.
- All students have the right to learn, and positive attendance patterns maximise learning opportunities.

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## Vision Statement

To provide a Christ-centred learning environment that empowers each individual to enjoy a life of purpose.

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## Purpose

This policy seeks to outline the College's expectations in regard to student attendance and highlights the importance of regular attendance at school as best practice. This policy aims to help students and parents meet all appropriate attendance standards and explains the procedures to be followed when daily attendance is not possible.

The purpose of this policy is to:

- promote positive patterns of attendance for all students of the College.
- show commitment to supporting students and families to adhere to attendance expectations.
- inform students and parents of the College's expectations regarding attendance and foster a productive partnership that helps to maintain positive attendance patterns.
- ensure that consistent procedures are in place to manage attendance and ensure accountability for non-attendance instances through recording and monitoring systems.

## Scope

This policy applies to all enrolled students of Mount Annan Christian College from Kindergarten to Year 12. It outlines the College's expectations in regard to attendance and the need to meet legislative attendance requirements. This policy provides students and parents with the attendance procedures to be followed, empowering them to meet their attendance responsibilities.

## School attendance

All enrolled students are expected to attend the College on each day the College is open and for the duration of each day. Monitoring of daily attendance is an important aspect of ensuring the safety and wellbeing of our students. Mount Annan Christian College encourages punctuality and regular attendance at school as well as accountability on the part of all parties involved. These are important expressions of one of the College's core values – Diligence and Discipline. Punctuality and regular attendance are also valued in the wider community, and attendance standards apply in NSW to all students of compulsory school age (6-17 years). The College is committed to supporting students and parents to meet all appropriate attendance standards and expectations, and there are procedural steps outlined herein to be followed when daily attendance is not possible in accordance with the *NSW Education Act (1990)*.

## School hours

Students and families need to be mindful of the following times as they pertain to attendance at the College during school hours daily:

- As playground supervision commences at 8:05 am, students arriving earlier than this are to remain seated in the playground, and are only to engage in passive activities until the teacher's duty commences.
- The school day commences at 8:30 am and a bell is sounded at 8:25 am for students to make their way to rollcall, for a prompt start to rollcall at 8:30 am.
- Playground supervision commences at 8:05 am and parents are encouraged not to deliver students to school before this time.

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- The standard school day finishes at 2:55 pm for students in Year 3-Year 12, and at 2:45 pm for students in Kindergarten-Year 2.
- Additionally, some lessons, usually extension courses, may run from 2:55-3:45 pm for Years 11-12.

<b>Start Time</b>	8.30 am	
<b>Finish Time</b>	<b>Years K-2</b> - 2.45pm	<b>Years 3-12</b> - 2.55 pm
<b>Additional Time</b>	HSC Extension Classes may run from 2.55 - 3.45 pm	

### Maintaining a register of enrolment and school attendance

Mount Annan Christian College maintains an attendance register of daily attendance for each student that is consistent with the NSW Attendance Common Code as approved by the NSW Minister for Education. We maintain a register of enrolment on the *Sentral* platform, which includes details of each student currently and previously enrolled at the College for 7 years. This register assists us with the following:

- recording and monitoring daily attendance/absence of students.
- following up student absence
- processing applications for exemption from attendance
- monitoring attendance data

This register is hosted by our online Student Management System called *Sentral* and is backed up offsite every 24 hours, ensuring security of the data.

### General attendance guidelines

The following are some general attendance guidelines:

- Student Services is available to assist students, parents, and teachers with any questions or concerns about school attendance.
- Students must attend every timetabled lesson unless approved leave has been granted.
- Students are expected to maintain an average attendance rate above 90%. In circumstances where this is difficult, parents are asked to contact the College to discuss how we can work together to support the child's education.
- When a student's attendance is consistently poor (falls below 90% attendance rate) and after informal processes to address attendance have not been successful, a formal letter is sent home to parents advising of their responsibility under the Education Act.

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## Procedures

The following sections summarise how MACC monitors the daily attendance and absences of students:

### Daily Attendance

WHO	WHAT	WHEN
Roll Call/Care Group Teachers	Record attendance/absence on Sentral	Between 8.30am and 8.35am
Student Services Staff	Notify parents of absence via SMS and an absent notification in Sentral.  A request for an explanation of absence via reply SMS or through the Sentral Parent App is made.	By 9.30 am
Student Services	If the absence remains unexplained the day following the absence an email is sent to parents/carers requesting a reason for the absence to be made within 7 days.	Day after an unjustified absence

### Daily Attendance at Special Events

In the case of students attending a special event such as an excursion offsite, staff will maintain rollcall procedures remotely and record student attendance or absence using the Sentral platform to inform Students Services of absences. In the event of technology being unavailable, a paper roll and clipboard may be used and data transferred manually into Sentral by Support Services staff following the conclusion of the event with the standard protocols for attendance explanations enacted.

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## Late Arrivals/Early Departures

All late arrivals and early departures are considered a partial absence. Parents are required to provide an explanation for every incidence of a child arriving late or departing early to school. This is either completed directly at the Student Services office or via the Sentral for Parents App.

WHO	WHAT	WHEN
Students arriving late	<p>Report to Student Services.</p> <p>Arrival time will be recorded in Sentral and a late slip printed out.</p> <p>Students present the late slip to their teacher.</p> <p>Any student without a slip will be sent to Student Services by the teacher.</p>	Anytime after 8.30 am
Students Departing Early	All students must be signed out by parents/carers from Student Services if departing early.	Any time before school finishes.
Student Services	If the partial absence remains unexplained the day following the absence an email is sent to parents/carers requesting a reason for the absence to be made <b>within 7 days</b> .	Day after an unjustified absence

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## Special arrangements for Year 12 students

Special arrangements are provided for Year 12 as our most senior students and are in place to support them in their studies and encourage positive attendance patterns whilst they complete their HSC. The College recognizes the need for flexibility in assisting Year 12 to manage their study schedule effectively whilst empowering them to be responsible regarding attendance.

WHO	WHAT	WHEN
Year 12 Students	Examinations - flexible timetables are provided during examination periods where students are permitted to arrive late or leave early around their examination schedule.	Advised in writing to parents/carers and students by the Director of Studies
Student Services	Record student attendance in Sentral as Flexible.	During the examination period
Year 12 students	Early departure one afternoon per week may be requested by a student, in accordance with their timetable, if all scheduled lessons are complete.	Sign out through Student Services must be made for each departure.
Student Services	Record student attendance in Sentral as Flexible.	

## Extended leave and exemptions

The Headmaster or Headmaster's delegate solely has the authority to grant leave to students for absences other than those due to illness/medical appointments. Whenever possible, parents should apply **at least two weeks in advance** so the Headmaster or Headmaster's delegate can properly assess whether the application meets all necessary criteria for approval. Whenever possible, for extended leave of four or more days, parents must notify Student Services in writing **at least two weeks in advance** so that the student's educational needs can be met during their absence.

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Please note that extended family holidays are **not** a valid reason for an exemption from attendance.

WHO	WHAT	WHEN
Parents/Carers	<p><u>Extended Leave</u></p> <p>Parents/carers must apply for any extended leave of 5 or more school days to the Head of School through an Extended Leave Application Form. This can be obtained via the Sentral Portal or Student Services.</p> <p><u>Exemptions</u></p> <p>The Headmaster may grant an Exemption from attendance for the following reasons:</p> <ul style="list-style-type: none"> <li>• Elite Sports/Art opportunities</li> <li>• Directions under the <i>Public Health Act 2010</i></li> <li>• Employment in the Entertainment Industry</li> <li>• Exceptional circumstances</li> </ul> <p>Parents/carers must complete the Application for Exemption application and provide supporting evidence to the Headmaster. This can be obtained via the Sentral Portal or via Student Services.</p>	A minimum of two weeks prior to requested leave.
Student Services	<p>Process Extended Leave and Exemption Applications through the Head of School.</p> <p>Notify parents in writing of the outcome of the outcome of applications.</p>	Within 7 days of receipt.

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## Monitoring student absences

Students are expected to maintain a satisfactory attendance of above 90%. Mount Annan Christian College monitors attendance data to identify students at risk of poor attendance or for whom there are attendance concerns, for example, unsatisfactory or irregular attendance or patterns of absence. Monitoring of attendance occurs as follows:

WHO	WHAT	WHEN
Classroom/ Care Group Teachers	<p>Identify observable patterns of absence and/or late arrival, and early departures for students in their care.</p> <p>Make contact with parents/carers using school platforms such as phone/email/seesaw if a pattern of attendance issues has arisen and discuss strategies to support the student/parent in improving school attendance.</p> <p>If no improvement is made then referral to Assistant Head of Primary or Director of Wellbeing-Secondary.</p>	<p>Daily through attendance recording on Sentral.</p> <p>When a pattern of irregular attendance has occurred over a two-week period or ongoing patterns are observed.</p>
<p>Assistant Head of Primary</p> <p>Year Advisors &amp; Care Teachers</p> <p>Director of Wellbeing - Secondary</p>	<p>Familiarise staff with this policy annually.</p> <p>Sentral Reports if a student is absent on 3 school days during the week.</p> <p>Year Advisor or Care teacher makes contact with family to check-in on student wellbeing and reports conversation on Sentral under communication.</p> <p>Director of Wellbeing will highlight students below the 90% attendance at the end of each term as an attendance concern. These students are then monitored throughout the year to ensure attendance is improved.</p> <p>Parents are notified about the attendance concern and meeting held if necessary to administer the attendance plan.</p> <p>When a student's attendance is consistently poor (i.e. falls below 90% attendance rate and after</p>	<p>At the beginning of each new school year.</p> <p>Weekly (as needed)</p> <p>End of each term</p> <p>As needed</p>



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WHO	WHAT	WHEN
	informal processes have not been successful) a formal letter will be sent home advising of their responsibility under the Education Act.	

### Attendance improvement strategies

Mount Annan Christian College implements whole-school, proactive strategies designed to support student engagement in school and learning across the school that leads to regular school attendance. We promote high expectations for attendance, facilitated through clear and consistent messaging across the whole community through various forums.

The College fosters positive attendance patterns by:

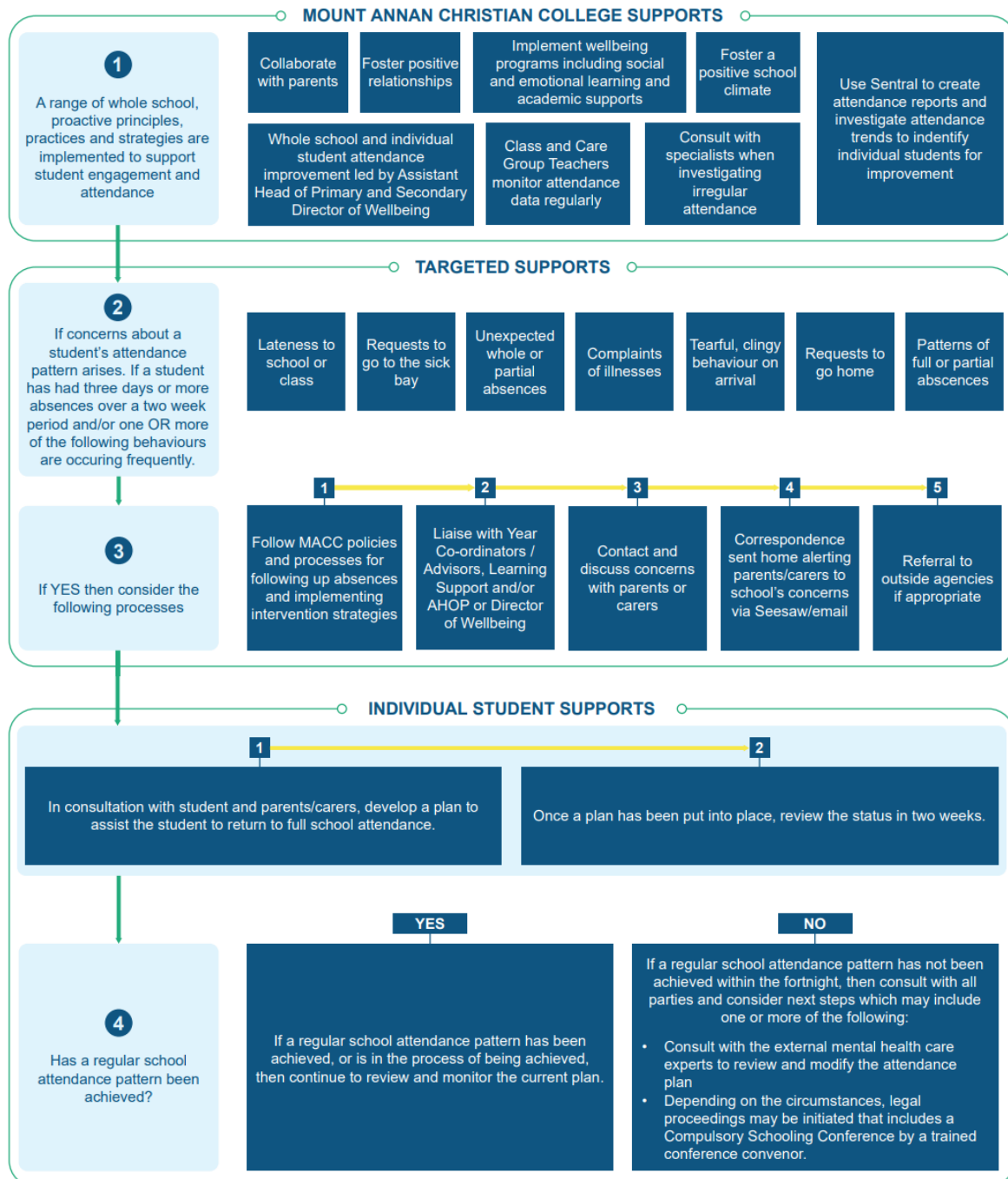
- Maintaining a positive College culture where students are valued, nurtured for life, and prepared for purpose.
- Developing positive staff-student relationships where staff know students well, understand the nuanced differences of each student, and celebrate their cultures and interests, as well as working through any challenges they may be facing collaboratively and supportively.
- Prioritising learning and the importance and benefits of regular attendance to maximise learning opportunities.
- Establishing personal learning plans for students to encourage goal setting and achievement, providing exceptional pedagogy, and giving timely and explicit feedback aimed at achieving their best.
- Implementing whole-school approaches for inclusion and positive learning such as The Resilience Project and anti-bullying strategies.
- Applying best practice to empower students to own their behaviour and make positive choices to encourage positive attendance behaviour.
- Engaging all members of our College community through a warm and welcoming culture and fostering partnerships between home and school with involvement in school activities and planning.
- Providing inclusive education for students with disability, diagnoses, and neurodivergence where individual needs are catered for.

Targeted intervention strategies are used to identify and support students at risk of developing attendance concerns. Attendance Improvement planning is a collaborative process used to identify a student's inability to attend school and devise strategies through a documented outcome of a planning process. These documented improvement plans are kept in *Sentral* for individual students.

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## Identifying and Responding to Attendance Concerns

### IDENTIFYING AND RESPONDING TO ATTENDANCE CONCERNS



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## Related policies and procedures

- NSW Attendance Common Code  
[Attendance Register Codes \(nsw.gov.au\)](https://www.nsw.gov.au)
- NESA Attendance Fact Sheet  
[NESA Fact Sheet - Attendance \(educationstandards.nsw.edu.au\)](https://educationstandards.nsw.edu.au)
- Education Act 1990  
[Education Act 1990 No 8 - NSW Legislation](#)
- Attendance & Enrolment Form – Certificates of Exemption
- Enrolment Policy