STUDENT ATTENDANCE POLICY

1. The school maintains a register of enrolments.
2. The School monitors the daily attendance and absence of students in the School by maintaining a daily register for each class of students.
3. Student absences from classes or from the School are identified and recorded in a consistent manner by the class teacher responsible for the roll class using the code approved by the Minister for Education.
4. Attendance registers are moved off-site for storage at regular intervals.
5. Unexplained absences from classes of the School are followed up in an appropriate manner with the student and/or their parent or guardian.
6. The School notifies parents and/or guardians in an appropriate manner where a student has a poor record of School or class attendance.
7. The roll is checked, signed and dated by the Deputy Principal throughout each term
8. Where unsatisfactory class or School attendance is identified, the attendance issue and any action taken are recorded, as appropriate, on the student file.
9. The register of enrolments is maintained for at least 5 years before archiving and the register of attendances for a student is retained for at least 7 years after the last entry was made in respect of the student.

PROCEDURES

1. Rissalah College uses SchoolWrite to enter student details. Upon a student’s enrolment at the school, the Business Manager enters the following details into the school’s computer system:
   - Student’s name, age, address
   - Name and contact numbers of parents / guardians
   - Information on previous school / pre-enrolment for a student older than 6 years
2. The Business Manager passes this information onto the class teacher
3. The class teacher records this information in his / her class roll
4. The class teacher monitors the daily attendance and absences for each student in the class roll
5. If a student is absent on any given day, an explanation note must accompany them upon their return to school
6. Any notes from parents regarding absences or leave are kept in a folder alongside the roll
7. Where a student has been absent from school more than 3 days, the class teacher must contact the parents / guardians to find out why.

8. Any request for leave must be approved by the Deputy Principal who will accordingly inform the class teacher.

9. The roll is checked, signed and dated by the Deputy Principal regularly throughout each term.

10. At the end of each term the class roll (including all notes) is submitted to the Business Manager and locked for security purposes over the school holidays.

11. In the case of a student withdrawing, the parents / guardians will inform the school and notify it of the destination of the student’s new school.

12. If the destination of the student of mandatory school age is unknown, the Business Manager will notify the Home School Liaison Officer (HSLO) at DEC.

13. If a student is absent from school for more than 30 days without an explanation, the Deputy Principal will access the mandatory reporters section of the Keep Them Safe website www.keepthemsafe.nsw.gov.au to determine whether a report is required.

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