



Clarence Valley
ANGLICAN SCHOOL

Student Attendance Policy

| Student Attendance Policy | | |
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| Policy Last Review August 2019 | Review Date and Frequency Every two years | Responsible for Review Principal |
| Recommended By School Executive | Approved By School Executive | Approved Date 15 August 2019 |

INTRODUCTION

The purpose of this student attendance policy is to maintain a safe and supportive environment and at the same time comply with the NSW Education Standards Authority (NESA) requirements in relation to maintaining a register of daily attendance, use of NSW mandatory codes, exemptions and strategies to improve unsatisfactory attendance.

POLICY

Clarence Valley Anglican School (“the School”) will monitor the daily attendance and absence of students by maintaining an electronic register on our database – The Alpha School System (TASS) for each class of students. The database is backed up each day on an off-site server.

Student absences from classes or from the School will be identified and recorded in a consistent manner by the staff member responsible, using the NSW mandatory attendance codes.

Unexplained absences from classes or from the School will be followed up in an appropriate manner with the student and/or their parent or guardian.

The School will notify parents and/or guardians in an appropriate manner where a student has a poor record of School or class attendance.

Where unsatisfactory class or School attendance is identified, the attendance issue and any action taken will be recorded, as appropriate, on the student file.

RELATED DOCUMENTS

- *Child Protection Policy*
- *Electronic Data Backup and Retention Policy*
- *Student Attendance Procedure*