

RECORDING ENROLMENT AND ATTENDANCE POLICY

This policy is informed by:

- Recording Enrolment and Attendance Policy (*reviewed June 2014*)
- CMS Attendance Policy
- Education Act 2004
http://www.austlii.edu.au/au/legis/act/consol_act/ea2004104/

Statement:

To ensure consistency in keeping attendance records, Canberra Montessori School complies with the Education Act 2004.

Rationale:

The *Education Act 2004* states that schools must set up procedures to ensure the following information is entered in the register of enrolments and attendances:

- The full name of each student enrolled at the school or course
- A record of attendance or non-attendance of the student at the school or course on every day when the school or course is open for attendance.

Reporting Attendance:

The school complies on an annual basis with the DEEWR request for Student Attendance Data.

Enrolment:

For all children on our waiting list or enrolled at the school, comprehensive family, health, emergency contact details etc. are recorded on the school database. The database is updated as and when new information is submitted to the office. Hard copy files are kept locked in the Administration office.

Attendance:

Parents' Responsibilities

- Parents/caregivers are responsible for getting their children to and from school and informing the school if the child is taking the bus.
- Children should arrive at school between 8.30am and 8.45am.
- Children should attend school on every day when instruction is offered unless the school receives a valid reason for being absent (e.g. illness)
- Parents/caregivers must provide the school with an appropriate explanation for the student's non-attendance. Usually this comprises a letter or telephone call from a parent/caregiver or a medical certificate. After three days a written explanation is required.

- When a student is late for school, it is a requirement that the parent/caregiver explains the reason for lateness.
- Parents/caregivers must let the school know if an extended absence is likely or if the teacher needs to arrange work at home for the student.

Teachers’ Responsibilities

- Monitor each child’s attendance.
- Record absence and reason for absence in roll book.
- Contact home on third day of absence.
- Co-ordinate the collection of work for students who are unable to attend school for acceptable reasons and for whom work is requested.

Specific Practices and Procedures:

Every classroom has a digital class roll on which are recorded all the names, addresses and birthdates of every child attending that class.

The roll is taken by 9:10am and by 1.10pm every school day.

All children arriving after 9.00am first report at the school office so that their arrival can be recorded and a ‘pink slip’ is taken by the child to class so that the teacher is reminded to add their attendance to the roll.

The families of those children that are absent for the class roll at 9.00am and have not reported to the school office by 9.30am, or who have not otherwise notified the school of their absence, are contacted by SMS to ensure their safe whereabouts.

Approved by:	Date:	Next Review Date:
Principal	07/08/2020	07/08/2022