



Attendance Policy

Written By	Principal
Approved By	Board of Directors
Date	July 2026
Relevant to	Arkana College Staff, Students and Parents
Related College Documents	• Enrolment Policy • Child Protection Policy • Behaviour Management Policy • Wellbeing Policy • Duty of Care Policy
Legislation	• Education Act 1990 (NSW) as amended by the Education Amendment (non-Government Schools Registration) Act 2004 (NSW) • NSW Education Standards Authority (NESA) registration requirements Supporting Commonwealth Legislations • The Child Protection (Working with Children) Act 2012. • Children and Young Persons (Care and Protection) Regulation 2000 • Commission for Children and Young People Act 1998 • Commission for Children and Young People Regulation 2009 • The Children's Guardian Act 2019 • A Guide for NSW Non-Government Schools on Reporting, Disclosing or Exchanging Personal Information for the purposes of Child Wellbeing. • Civil Liability Act 2002.
Next Policy Review	June 2027

OVERVIEW OF ATTENDANCE POLICY

The principal of Arkana College maintains a register, in a form approved by the Minister, of the enrolments and daily attendances of all children at the school, which includes information for each student as required by section B7 Enrolment and Attendance of NESA NSW Registered and Accredited Individual Non-government Schools Manual.

Where the parents of a student of compulsory school age seeks an exemption from attendance at school or an exemption from enrolment, the principal will process the parent's application in accordance with the guidelines from NESA.

The principal may exercise the Minister's delegation under Section 25 of the *Education Act* in relation to granting and cancelling a certificate of exemption from being enrolled and attending school in certain prescribed circumstances.

1. PURPOSE

- 1.1** The purpose of this policy is to provide an overview of the systems for recording enrolments and monitoring student attendance at the college
- 1.2** The policy aligns with section B7 Enrolment and Attendance of NESA NSW Registered and Accredited Individual Non-government Schools Manual
- 1.3** To ensure each student is continuously learning and progressing. Each missed day of school compromises students learning progression.

2. REGISTER OF ENROLMENTS

- 2.1** The school maintains a register of enrolments for all current and former students, including:
 - Student name, date of birth and residential address
 - Parent(s)/guardian(s) names and contact details
 - Date of enrolment and, where applicable, date of leaving and destination
 - Previous school or education setting where relevant
- 2.2** Where the destination of a student below seventeen (17) years of age is unknown, evidence that the Department of Education (attendance@det.nsw.edu.au) has been notified.
- 2.3** The register of enrolments is retained for a minimum period of seven (7) years before archiving.

3. REGISTER OF DAILY ATTENDANCE

- 3.1** The electronic register of daily attendance is maintained by the teachers at the school and includes the following information for each student:
 - Daily attendance, which is recorded by noting daily absence(s).
 - Reason for absence(s) and a follow up on unexplained absences.
 - Documentation to substantiate reason for absence(s) i.e Medical Certificates.
 - Administrative staff will check at the end of each week student attendance on Compass to ensure they are reconciled.
 - The common codes approved by the Minister are used in the Compass attendance register.
 - The register of daily attendance is retained for a period of seven (7) years after the last entry was made.

4. PUNCTUALITY PROCEDURES (MORNING ARRIVAL)

- 5.1** The following procedures apply to student lateness:
 - Students are expected to arrive at school between 8:30 and 9:00am, ready for class to commence at 9am.
 - Students arriving after 9:10am must enter the school via the front office, where the administration staff will enter the time of their lateness on Compass where students' attendance and punctuality records are kept.

- More than 10 days of unjustified lateness in a term will result in an official written letter to the parents addressing the issue of continuous poor punctuality.

5. EARLY DISMISSAL

- Students that will be picked-up early, parents/guardian will need to go to the front office and inform administration staff
- Dismissal time will be recorded on Compass by administration staff
- Regular unjustified early dismissal will result in an official written letter to the parents/guardian addressing the issue of poor attendance and regular disruption to the students learning.

6. MONITORING AND FOLLOW-UP OF STUDENT ATTENDANCE AND PUNCTUALITY

4.1 Class teachers and administration staff will:

- Monitor daily student attendance and punctuality.
- Follow up all unexplained absences with parents by the 3rd consecutive day via email or Class Dojo messaging system.
- Notify parent(s)/guardian(s) through of concerns regarding poor attendance and/or punctuality, that exceeds 20%.
- Record on Compass, save and transfer ongoing attendance concerns to student files.
- Students with ongoing poor attendance and punctuality concerns, parents/guardians will meet with the principal to collaboratively improve the student's attendance and punctuality record.
- Persistent unjustified non-compliance will lead to a meeting with the Principal to review the students' enrolment.

7. EXEMPTION FROM ATTENDANCE (Including extended leave)

7.1 Parents/guardians may apply in writing for an exemption from attendance, including extended leave, prior to the proposed absence.

- Applications are assessed by the Principal in line with approved criteria
- Supporting documentation may be required
- Parents/carers are advised in writing of the outcome and provided with an exemption certificate where approved
- All exemption documentation is retained on the student file.

8. EXEMPTION FROM ENROLMENT

8.1 Applications for exemption from enrolment:

- Must be submitted in writing with supporting documentation
- Are considered only in circumstances permitted under legislation
- Relevant certificates, delegations and records are retained securely.