



Norfolk Island Central School

Attendance Rules and Procedures

Vision Statement

Achieving Excellence, Building Futures.

Context

Norfolk Island Central School is a unique K-12 school within the NSW DoE system. Our school motto is "Play the Game" and places a strong emphasis on progressive education. Our school works in close partnership with our community to provide a broad-ranging curriculum encompassing educational, sporting and cultural experiences.

Rationale

Regular attendance and punctuality are valued at Norfolk Island Central School as they are in all other areas of the community. The school's rules and procedures aim to assist all students attend school on a regular basis and arrive on time each day. Regular attendance at school is essential to assist students to maximise their potential. Schools, in partnership with parents/caregivers, are responsible for promoting the regular attendance of students.

DoE Policy Expectation

All students who are enrolled at NICS are required to attend school whenever instruction is provided.

1. General Principles

- School hours: see bell times attached.
- All students must proceed directly into the school grounds on arrival each morning. Once present, they cannot leave the grounds until the end of their school day.
- All students must attend every timetabled lesson up until the end of the school day unless approved leave has been granted.
- Students must not leave the school grounds without a pass from the Deputy Principal or Principal.
- All students are expected to maintain an attendance rate above 90%. Attendance rate checks are conducted throughout each term.
- All students must attend sport until the end of Year 10.
- Attendance rolls are marked every period (7-12) and at the start of each day (K-6).

2. Late Arrivals and Early Leave

- Students should only arrive late for school if there has been an unavoidable situation. Students arriving late must report to the Front Office. Late students should be accompanied by a parent/caregiver or have a note from a parent/caregiver.
- If a student does not provide a note or is not accompanied by a parent/caregiver, Front Office Staff will call parents/caregivers for an explanation. Front Office Staff will record the outcome of the telephone contact in Sentral.
- Late students will be issued with a **Late Note** from the Front Office. This note will identify the arrival time as entered on Sentral. Students are to hand their late note to the class teacher upon entering the class.
- All students must attend every timetabled lesson up until the end of the school day, unless early leave has been approved. Permission for early leave remains at the discretion of the Deputy Principal or Principal.
- Students requiring early leave must bring a note from their parent/caregiver. The note should state clearly the name of the student, the reason leave is requested, the time of departure and be signed and dated by the parent/caregiver. The note should be presented to the Deputy Principal before Period 1,

who will date and sign the note to indicate approval. Students will then present the endorsed note to the Front Office to have their early leave request formally entered into Sentral and issued an early leavers pass.

- The school, when determining the legitimacy of such requests may request verification from a parent/caregiver. Appointment cards should be presented to the school to support requests for early leave for medical, dental or other appointments. Where possible, these appointments should be made out of school hours.
- Students who arrive late to school and require an early leave pass must report to the Deputy Principal before going to class.
- Post-compulsory aged students are required to demonstrate sustained diligence and effort to achieve the awards of the ROSA and Higher School Certificate. Punctuality, regular attendance and satisfactory participation in all subject areas are monitored closely for all students. Parents/caregivers of post-compulsory age students with attendance patterns of concern will be contacted.
- Parents/caregivers collecting their children are required to meet at the Front Office to complete the sign-out process.

3. Explanation of Absences from School

- Students are responsible for providing a parent/caregiver signed explanation note for all absences from school. The note should be dated, state the student's name, note the dates and reason for any absence and be signed by the parent/caregiver listed on the student's records. For secondary students, this note must be handed in to the Front Office on the first day of return to school. For primary students, this note must be handed in to their class teacher on the first day of return to school. The teacher will collect the notes and hand them to the Front Office at end of the day. For extended absence due to illness or other reasons, parents are advised to contact the school.
- A telephone call will be made on the day of an absence, by Front Office Staff, to request an explanation if no prior contact has been made by the parent related to the absence.
- Absence data on school reports will not be amended if explanations are received after the 7 day explanation period has elapsed.
- Any absence will remain recorded as Unjustified (in accordance with DoE policy) for explanations received after 7 days. An exception to this rule will be made if an absence is identified as an excursion or other school-based activity. These absences will be amended on receipt of notification by parents/students and confirmation by staff.
- A formal application to the Principal is required for requests of extended leave or exemption from the school.
- Parents/Caregivers have the ability to monitor their child's attendance through the Sentral Parent Portal.

4. Requests to Leave School Because of Illness or Other Reason

- Students are required to report to the Front Office if they are unwell. If deemed necessary to consider sending a student home due to illness, Front Office Staff will inform either the Deputy Principal or Principal. Front Office Staff will then contact a parent/caregiver. Students must not leave the school grounds without the prior consent of either the Deputy Principal or Principal.
- Students who leave school grounds without permission will be recorded as truanting, and will be followed up by the Deputy Principal.
- Teacher(s) of any student sent home to be notified by Front Office.

5. Attendance at Lessons or Part Time Work During School Hours

- Involvement in private lessons, such as tutoring classes conducted outside the school and during school hours, may not be conducive to the effective operation of the school or the education of the student concerned. Student involvement in extracurricular activities, outside of the school will usually be limited to outside school hours.
- Where attendance at a private lesson during school hours is of exceptional importance, such as sitting for an exam, the Principal may grant short leave on written request.
- Students will not be granted leave for employment during school hours, unless the work is part of the school endorsed work experience program.
- Permanent or regular early leave passes cannot be issued to allow students to attend part-time work (unless an approved work placement).

6. Students Absent From Class

- Students absent from a scheduled class must take a signed note to the classroom teacher to explain their whereabouts during that period. Students not following this procedure may be recorded as truanting and the Head Teacher / Assistant Principal will be notified.

7. Strategies for Monitoring Attendance

Strategies		Class Teachers	Front Office	Year Advisor	Head Teachers Assist. Principal	Deputy Principal	Principal
1	All rolls marked consistently and accurately by all teachers.	✓			✓		
2	Front Office Staff to telephone parent/caregiver requesting a reason for lateness or absences.		✓				
2	Learning Support Team Meetings: Students with emerging concerns identified then interviewed by Head Teacher or Assistant Principal.			✓	✓		
3	Suspected Truancy; Teacher marks student absent then follows up to confirm. Confirmed truants are managed by the Deputy Principal.	✓				✓	
4	Repeated late arrivals to school will be referred to the Deputy Principal.	✓		✓		✓	
5	Deputy Principal or Principal to interview teachers who repeatedly mark their class rolls inconsistently and/or inaccurately.		✓			✓	✓
6	Staff to use an 'Out of Class Pass' if students are required to be out of class during class time.	✓		✓	✓	✓	✓
7	Head Teachers to support their staff in consistently and accurately marking their rolls.				✓		
8	All meetings/actions regarding attendance follow up to be entered on Sentral.	✓	✓	✓	✓	✓	✓
9	Register of students with time out cards included on Sentral.			✓	✓	✓	
10	Wellbeing monitoring card will be used to monitor repeated attendance issues. Parent meeting if absences continue.				✓	✓	
11	Commendations given for improved or excellent 100% attendance.			✓	✓		
12	Students with attendance patterns of concern highlighted on Sentral as an 'attendance concern'			✓	✓		

8. Students Wanting to Leave School Permanently

- Students applying to leave school permanently must be interviewed by the Principal or the Deputy Principal. A written request is required for all students intending to leave school.
- Students must allow 1 day to sign out of all classes and complete the leaving process. An interview with the Careers Adviser and Principal is essential for all school leavers.

9. Senior Flexible Attendance Procedures

- Year 12 students are allowed to sign in and out via the front office to facilitate more flexible attendance. See attached procedures.

10. Related Documents/Information

- NICS Bell Times
- NICS Year 12 Flexible Attendance Procedures
- NSW DoE School Attendance Policy

11. Monitoring, Evaluation and Review

- This policy will be formally reviewed as part of the School's Strategic Plan review cycle, and/or if NICS circumstances change, and/or if any changes are made to relevant NSW DoE policy / procedures.
- Review and amendment completed 31.01.19 to reflect Sentral as the newly adopted School Management System (29.01.19).

NICS Bell Times

Monday		Tuesday		Wednesday		Thursday		Friday	
Time	Period	Time	Period	Time	Period	Time	Period	Time	Period
8.10	Meetings Staff	8.30	1	8.30	DEAR	8.30	DEAR	8.30	DEAR
		Sec		8.50	1	8.50	1	8.50	1
8.50	1	9.00	1	9.00	1	9.00	1	9.00	1
Sec		Prim		Prim		Prim		Prim	
9.00	1	9.20	2	9.40	2	9.40	2	9.40	2
Primary									
9.40	2	10.10	Assembly						
10.30	Recess								
11.00	3	11.00	3	11.00	3	11.00	3	11.00	3
11.50	4	11.50	4	11.50	4	11.50	4	11.50	4
12.40	Lunch								
1.10	5	1.10	5	1.10	5	1.10	5	1.10	5
2.00	6	2.00	6	2.00	6	2.00	6	2.00	6
2.50	Finish	2.50	Finish	2.50	Finish	2.50	Finish	2.50	Finish

NICS Year 12 Flexible Attendance Procedures

Regular attendance and punctuality are valued at Norfolk Island central school. Post-compulsory age students are required to maintain a satisfactory level of attendance as determined by the Principal. In addition, they must apply themselves with sustained effort and diligence and comply with the NSW Education Standards Authority (NESA) requirements for the award of the Higher School Certificate. At this school, the *minimum attendance rate* is **90%**.

Note: NESA warning letters **may** be issued to students whose attendance falls below the NESA recommended rate of 85%. NESA warning letters **will** be distributed where students fail to demonstrate they are meeting course outcomes. With regards to attendance below 85%, NESA warning letters will be issued for failing to demonstrate sustained and diligent effort due to missed coursework. It is an expectation at this school that students are responsible for completing missed coursework due to absence to ensure they are meeting course outcomes.

These procedures allow Year 12 students to sign in and out via the Front Office to facilitate more flexible attendance and should be read in conjunction with the NICS Attendance Procedures (on the school's website).

Flexible attendance is a privilege, not a right.

- Permanent early leave is not usually granted to Senior Students. Formal application must be made through the Deputy Principal's Office.
- Students are required to sign in as soon as they arrive at school each day prior to attending any timetabled lesson (including period 0).
- **On Monday and Tuesday, if a student's first timetabled lesson is Period 2 or later, then they must sign in before 9.20 am at the Front Office. If students arrive later than 9.20am for other reasons, they must sign in at the Front Office.** Late students will be issued with a **Late Note** from the Front Office. This note will identify the arrival time as entered on Sentral. Students are to hand their late note to the class teacher upon entering the class.
- **On Wednesday, Thursday and Friday, students must attend Roll Call and be signed in before 8.30am.**
- Once signed in, Year 12 students are **NOT permitted** to leave school grounds before the conclusion of their last timetabled lesson.
- Year 12 may depart the school for the day, **on conclusion of their last timetabled Lesson. Students must sign out at the Front Office before leaving.**
- Students **are not permitted** to leave the school between lessons or during the timetabled day.
- Students requiring early leave must bring a note from their parent/caregiver. The note should state clearly the name of the student, the reason leave is requested, the time of departure and be signed and dated by the parent/caregiver. The note should be presented to the Deputy Principal before Period 1, who will date and sign the note to indicate approval. Students will then present the endorsed note to the Front Office to have their early leave request formally entered into Sentral and issued an early leavers pass.
- Students and parents/caregivers are responsible for providing an explanation for absences within 7 days. Any explanations received after this time will be recorded as **unjustified** (in accordance with DoE policy), and will appear on the student's Mid-Course and End of Course reports without amendment.
- Students on Pathways programmes must sign in and out at the Front Office.
- Students who have an independent study period are required to be in the senior study area for these periods.

Students whose attendance becomes unsatisfactory or who fail to comply with these conditions or do not apply themselves with sustained effort and diligence in all subjects will have all flexible attendance privileges withdrawn for 2 weeks and be required to attend school for Periods 1-6 inclusive. A review will be conducted for the student(s) by the Deputy Principal at the end of the two weeks.