

Enrolment and Attendance Procedures

WELLBEING POLICY: CONNECT



Education



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Document History

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1. Rationale and Purpose

Under Section 22 of the *Education Act (1990)* it is the duty of the parent of a child of compulsory school-age to ensure that any child in their care is enrolled at a government school or a registered non-government school, or is registered for home schooling through the NSW Education Standards Authority (NESA).

Regular attendance at school for every student is essential if students are to achieve their potential, and increase their career and life options. Schools in partnerships with parents are responsible for promoting the regular attendance of students. While parents are legally responsible for the regular attendance of their children, school staff, as part of their duty of care, record and monitor part and whole day absences. Schools, in providing a caring teaching and learning environment, which addresses the learning and support needs of students, including those with additional learning and support needs or complex health conditions, foster students' sense of wellbeing and belonging to the school community.

2. The DHS Enrolment and Attendance Procedures are underpinned by the following

NSW Department of Education policy and procedures:

- 2.1. Enrolment of students in NSW government schools accessed via <https://policies.education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools>
- 2.2. Enrolment of students in NSW government schools: A summary and consolidation of policy accessed via <https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools-a-summary-and-consolidation-of-policy>
- 2.3. School Attendance Policy accessed via <https://policies.education.nsw.gov.au/policy-library/policies/school-attendance-policy>
- 2.4. Compulsory School Attendance accessed via <https://education.nsw.gov.au/student-wellbeing/attendance-behaviour-and-engagement/school-attendance>.
- 2.5. Exemption from School Procedures accessed via https://policies.education.nsw.gov.au/policy-library/associated-documents/exempt_gui.pdf



ENROLMENT

3. General Principles

- 3.1. A student is considered to be enrolled when he or she is placed on the admission register of a school. A student should be enrolled in one school only at any given time.
- 3.2. Children are entitled to be enrolled at the government school that is designated for the intake area in which the child's home is situated and that the child is eligible to attend.
- 3.3. Parents may seek to enrol their child in the school of their choice.
- 3.4. The Department of Education determines school local areas through a process involving consultation between the Assets Management Unit and the Director.
- 3.5. Schools are required to set an enrolment number to cater for anticipated local demand and seek to ensure that every eligible local child has a place at his or her local school, if he or she chooses to attend it.
- 3.6. The criteria for acceptance of non-local enrolments will include the capacity of the school, the availability of appropriate staff and permanent classroom accommodation.
- 3.7. No person will be discriminated against for enrolment on the grounds of his or her sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

4. Students with Special Learning Needs

In addition to these general principles, there are particular criteria for enrolment of students with special learning needs. The decision on where to enrol a student, and with what level of support, will depend on a number of factors including a student's educational needs, the expressed desires of parents and caregivers, the capacity of the system to provide the level of support services required generally and at a particular location and the availability of support services at alternative locations.

5. Intake Area

- 5.1. The intake area for Dungog High School is determined by the NSW Department of Education.



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- 5.2. Appendix 1 shows the intake area for DHS. The local intake area for DHS may be amended from time to time. It is advisable to check the Department's **School Intake** Tool which can be accessed via <https://my.education.nsw.gov.au/school-finder>.

6. **Enrolment Numbers** (Ceilings and Buffers)

The school has a set enrolment limit in consultation with the P&C Association based on our staffing and permanent accommodation.

- 6.1. Ceiling cap is set at 720.
- 6.2. Enrolment Buffer is set at 31.

7. **Non-local Enrolment**

- 7.1. Parents are entitled to apply for enrolment of their children in up to four (4) non-local high schools. Parents of non-local students will be required to submit the Non-local Enrolment Application form (Appendix 2).
- 7.2. Where DHS receives non-local enrolment requests a placement panel will be formed to assess the enrolment application. The panel is comprised of the Deputy Principals, Head Teacher Wellbeing and the Head Teacher Administration. In assessing the application of the criteria to individual cases, the panel will consider only those matters presented on the application form and no other form of submission will be considered.
- 7.3. The placement panel will consider and make recommendations on all non-local enrolment applications. The criteria for the enrolment of non-local students are listed below (not in priority order) and are consistent with the general principles governing enrolment stated in Clause 3:
- 7.3.1. Proximity and access to the school
 - 7.3.2. Medical reasons
 - 7.3.3. Safety and supervision of the student before and after school
 - 7.3.4. Compassionate circumstances
 - 7.3.5. Siblings already enrolled at the school
 - 7.3.6. Structure and organization of the school
 - 7.3.7. Availability of subjects or combination of subjects
- 7.4. The decisions made by the placement panel will be made within the context of the agreed enrolment ceiling and the enrolment buffer retained for local students arriving later in the year. The placement panel will record all decisions and minutes of meetings, which are to be available on request to the Director.



- 7.5. Parents will be provided with a written explanation of the decision from the Panel, should they request it.
- 7.6. A waiting list will be established for non-local students.
 - 7.6.1. Parents will be advised in writing if their child is to be placed on a waiting list and his or her position on it.
 - 7.6.2. The size of the waiting list will reflect realistic expectations of potential vacancies.
 - 7.6.3. Waiting lists are current for one year.

8. Appeals

Where a parent wishes to appeal against the decision of the placement panel, the appeal is to be made in writing to the Principal. Where required, the Principal will provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The Principal will seek to resolve the matter. If the matter is not resolved at the local level the Director will consider the appeal and make a determination. The Director will consult with the relevant Principals and school communities as necessary. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

9. Cessation of enrolment

9.1. Change of schools

- 9.1.1. In the case where a parent is wishing to withdraw their student from DHS, the parent is required to write a letter to the Principal indicating the student is leaving DHS, the date when the student will finish at the school, the reason for leaving, and the school where the student will enrol.
- 9.1.2. Once this has been received by the Principal, a Student Leavers form (Appendix 3) must be completed. The form is to be completed and handed into the Administration Office.

9.2. Students leaving over the age of 17

- 9.2.1. In the case of a student over the age of 17 wishing to leave DHS, the parent is required to write a letter to the Principal indicating the student is leaving DHS, the date when the student will finish at the school, and the reason for leaving.



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- 9.2.2. Once this has been received by the Principal, a Student Leavers form (Appendix 3) must be completed. The form is to be completed and handed into the Administration Office.

9.3. **Students leaving under the age of 17**

- 9.3.1. All NSW students must complete Year 10.
- 9.3.2. After Year 10 and until the age of 17, students must be:
- 9.3.2.1. In school, or registered for home schooling, or
 - 9.3.2.2. In approved education or training, or
 - 9.3.2.3. In full-time, paid employment (average 25 hours per week),
or
 - 9.3.2.4. In a combination of these.
- 9.3.3. If any of the criteria applies, then the parent/carer must provide appropriate evidence that the student is undertaking a recognised education pathway or entering employment.
- 9.3.4. Once this has been received by the Principal, the student must complete a Student Leavers form (Appendix 3) which can be collected from the Head Teacher Administration. The form is to be completed before the student's last day at the school and handed in at the Administration Office.

10. **Exemption from enrolment**

- 10.1. The Department's *Exemption from School Procedures* can be accessed via https://policies.education.nsw.gov.au/policy-library/associated-documents/exempt_gui.pdf and outline the following:
- 10.1.1. Reasons for granting full or part day exemptions from attendance at school.
 - 10.1.2. Reasons for granting exemptions from enrolment at school.
- 10.2. If exemption is granted, parent/carers will be issued with a *Certificate of Exemption* which will include specific details and conditions of the exemption.
- 10.3. Appendix 4 provides a summary of Exemptions and the delegates who can authorise such exemptions.

11. **Transition from Stage 3 to Stage 4**

Dungog High School is committed to providing a transition program for our incoming



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Year 7 students that ensures they are familiar with the schools' processes and procedures, and are comfortable in their new surrounds. The **Stage 3 into 4 Transition to High School Plan** outlines the processes that DHS will use, in collaboration with feeder Primary Schools and parents, to transition students successfully to DHS.

ATTENDANCE

12. Regular attendance at school is essential to assist students to maximise their potential. DHS, in partnership with parents, is responsible for promoting the regular attendance of students.
13. Dungog High School takes a positive approach to improving student attendance. Our procedures identify and implement core values, practices and processes that support regular attendance and learning.

14. Responsibilities of stakeholders

- 14.1. Parents, Teachers and Principals have certain responsibilities regarding student attendance. These are outlined in the *Student Attendance in Government Schools – Procedures* document listed in Clause 2.
- 14.2. Student responsibilities include:
 - 14.2.1. Each student is to attend school between 9:00am and 3:20pm every day of the school year.
 - 14.2.2. When in attendance, students are to attend all scheduled lessons.
 - 14.2.3. Handing in all notes provided by parents/carers relating to absences.

15. Roll marking at DHS

- 15.1. It is the responsibility of every staff member to ensure they record accurate records of student attendance.
- 15.2. At the beginning of each school day the roll is marked electronically. This is completed by 9:05am and is the official school roll and indicates a student's daily attendance.
 - 15.2.1. If there is no access to the internet, teachers to supply a hand written roll to the Administration Office by 9:10am at the latest.
- 15.3. At approximately 10am each day, the school will SMS all parents of students



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marked absent.

15.3.1. Letters will only be sent to students who do not have a mobile number recorded in their Sentral profile

15.4. During each lesson throughout the day, the classroom teacher will mark the class roll electronically:

15.4.1. If a discrepancy is apparent, the teacher will send the student to the Administration Office with a note explaining the discrepancy.

16. Students arriving late to school

16.1. A student who arrives after 9:00am must obtain a late slip from the Administration Office.

16.2. The late slip must be shown to the teacher of the class they are entering.

16.3. Frequent lateness will be noted and parental contact made. The Administration staff will notify the relevant Deputy Principal of habitually late students and the Deputy Principal will follow up with the student and family.

17. Student absences

17.1. DHS expects a parent/carer to inform the Administration Office, before 10am, if a student is to be absent on that day.

17.2. To notify of a student absence, parents/carers must respond in one of the following ways:

17.2.1. Respond to the SMS message sent from the school

17.2.2. Make a phone call into the Administration Office to notify why student is absent

17.2.3. Provide a written note (this can include email notification) with explanation of absence

17.3. A formal letter will be sent to parent/carers regarding frequent/unexplained absences.

17.4. If a student is going to be absent for an extended period of time, DHS must be notified by the parent/carer. This notification can be via telephone, email or written communication.

17.5. If a student is absent on a day that an assessment task is due, a medical



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certificate (or other appropriate documentation explaining the absence) must be presented on the first day of the student's return.

18. Partial absences

- 18.1. Leave during the school day is discouraged. A student seeking partial absence is required to provide a letter that states the student's full name, year, time of partial absence, reason for absence and be signed by the student's parent/carer.
- 18.2. Verbal permission may be given by a parent/carer for early departures, only after they have spoken with a Deputy Principal.
- 18.3. A student seeking to leave early on Sports day is required to bring a note explaining their absence to the Deputy Principal for permission.
- 18.4. If approved, students are to collect their Leavers Pass from the Administration Office at recess.
- 18.5. Exit and/or re-entry will be noted on the student's record.

19. Strategies and practices to promote and improve student attendance

- 19.1. Appendix 5 outlines the areas of attendance and how they will be supported within DHS.
- 19.2. Appendix 6 displays DHS Attendance Flow Chart.
- 19.3. The **Head Teacher Administration** will:
 - 19.3.1. Monitor the accuracy of school rolls daily, reporting any discrepancies to the DP.
 - 19.3.2. Monitor the accuracy of period attendance at the school daily, reporting any discrepancies to the DP for follow up.
 - 19.3.3. Fortnightly, send attendance letters to all students whose attendance is sitting below 90%. This letter will be recorded in Sentral as *Wellbeing: Welfare: Attendance Concern*.
 - 19.3.4. Follow up on any whole school truants.
 - 19.3.5. Notify relevant Class Teachers and Head Teachers of class truants for



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follow up and record in Sentral.

19.3.6. Inform and demonstrate to all casual staff the school's attendance processes.

19.4. **Class teachers** will:

19.4.1. Provide a caring, engaging, teaching and learning environment to encourage attendance.

19.4.2. Accurately record attendance electronically each period.

19.4.3. Notify relevant personnel if there are discrepancies in the roll records:

19.4.3.1. Truancy is recorded in Sentral (*Wellbeing: Negative: Attendance*) and the DP notified. Truancy is to be followed up by Class Teacher and Head Teacher. For truancy from whole school breaks (recess, lunch, sport) the Head Teacher Admin will follow up.

19.4.3.2. Error in roll record from beginning of the day requires the student to be sent to the Administration Office with a note. The Administration staff will adjust the roll to reflect attendance.

19.4.4. Monitor class attendance and follow up attendance concerns with Head Teacher and parents.

19.4.5. Refer any ongoing attendance concerns to the Year Adviser for follow up.

19.5. **All Year Advisers** will:

19.5.1. Fortnightly, interview students whose attendance has fallen below 70%. Contact shall also be made with parents and a written record recorded in Sentral as *Wellbeing: Welfare: Meeting: BEST: Year Adviser*.

19.5.2. Provide written information to the DP, via the BEST meeting each fortnight, so that attendance letters can be prepared.

19.6. **The Deputy Principal** will:

19.6.1. Fortnightly, will monitor attendance of students in their respective Year Groups who are sitting below 60% attendance (as per report from Head



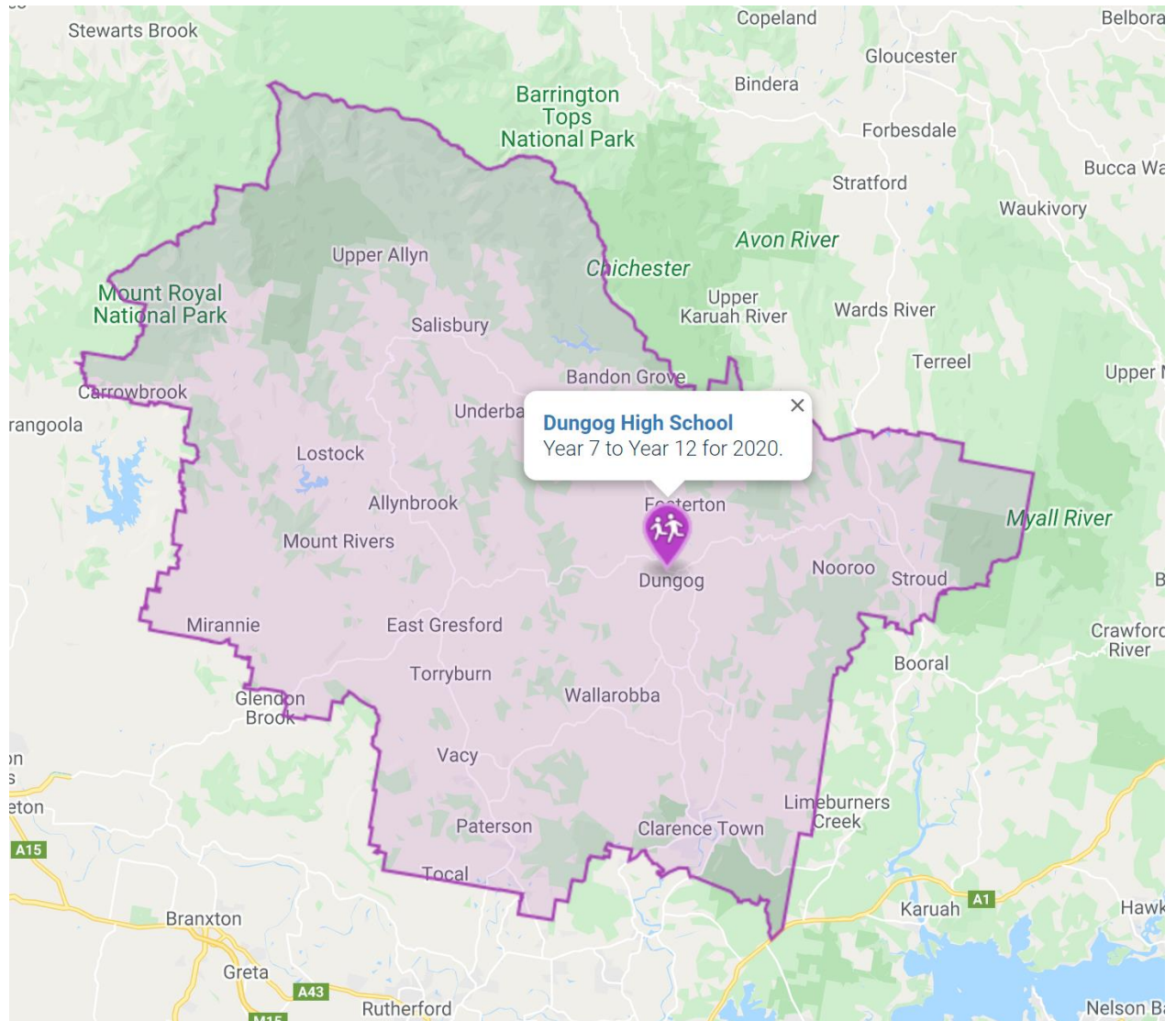
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Teacher Administration).

- 19.6.2. Weekly, liaise with Home School Liaison Officer (HSLO) regarding attendance concerns, complete HSLO applications as required and record the application in Sentral.
- 19.6.3. As required, complete Department of Communities & Justice (DCJ) referrals, in consultation with the Principal, for any student who has been identified as a non-attender. Record the application in Sentral.
- 19.6.4. Every fortnight make contact with any parent/carer whose students' attendance is setting below 50% and record in Sentral.
- 19.7. The **Counsellor** will:
 - 19.7.1. Follow and track students identified through the BEST meetings requiring support and counselling.
- 19.8. Home School Liaison Program (**HSLO**) and Intervention
 - 19.8.1. With reference to Clause 8 in *Student Attendance in Government Schools – Procedures*, the Home School Liaison Officer (HSLO) will:
 - 19.8.1.1. Meet fortnightly with the DP to discuss individual students of concern and plan relevant support strategies.
 - 19.8.1.2. Follow up with students on their caseload as per departmental guidelines. Record in Sentral as *Wellbeing: Welfare: Attendance Concern*.
- 19.9. Students who demonstrated outstanding attendance will be awarded a certificate and gift voucher as detailed in the *Awards and Assembly Procedures*. These will be awarded termly, yearly and six yearly.

APPENDICES

Appendix 1: Intake area for DHS





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Appendix 2: Non-local Enrolment Application

Student Name: _____ Date of Birth: ____ / ____ / ____

Current school enrolled in: _____

Home Address: _____

Postcode : _____

Home Phone: _____ Mobile Phone: _____

Tick the non-local criteria that you believe is relevant to this non-local enrolment application (you may tick more than one criteria)

<input type="checkbox"/>	Proximity and access to the school
<input type="checkbox"/>	Medical reasons
<input type="checkbox"/>	Safety and supervision of the student before and after school
<input type="checkbox"/>	Compassionate circumstances

<input type="checkbox"/>	Siblings already enrolled at the school
<input type="checkbox"/>	Structure and organisation of the school
<input type="checkbox"/>	Availability of subjects or combination of subjects

Use the space below to outline the reasons why your son / daughter should be considered for non-local enrolment at Dungog High School.

You may attach any supporting documentation to this application – this may include copies of awards, reports, NAPLAN results etc.

Parent / Caregiver Name: _____

Parent / Caregiver Signature: _____ Date: ____ / ____ / ____

PLEASE COMPLETE INFORMATION OVER PAGE



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Supporting Statement from current school

(to be completed by Principal/Deputy/Year Adviser/Class Teacher)

Please indicate how this student meets the following areas:

Academic Progress	Excellent	Satisfactory	Unsatisfactory
Attendance	Excellent	Satisfactory	Unsatisfactory
Behaviour	Excellent	Satisfactory	Unsatisfactory
Uniform Compliance	Excellent	Satisfactory	Unsatisfactory

Does this student have:

History of Violent Behaviour	Yes	No
Behaviour Management Plan	Yes	No

Please comment on how this student will benefit from attending Dungog High School as well as outlining how the student will be a positive addition to our school community.

School representative Name: _____

School representative Title: _____

Signature: _____ Date: ____ / ____ / ____

Parents/Carers – please return this form to:

The Principal, Dungog High School, PO Box 147 Dungog NSW 2420, or drop into the Administration Office.



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Appendix 3: Student Leavers form

Student Name			
Address			
Year		Date Leaving DHS	/ /
Reason for leaving			
Parental note / supporting documentation provided	Yes No	Type: _____	
Bus Travel & Concession Card	Yes No	Company: _____	

Note: Staff sign to acknowledge that the student has no outstanding books, equipment or fees for their subject.

Subject /	Teacher	Initial	Outstanding item
Librarian			
Careers Adviser (NESA/ROSA information)			
School Fees (incl. locker key)			
HT Admin			
Deputy Principal			
Principal			

Office Use only

	Bus company / ies notified		Finished in EBS
	Historical absences added to student file		Removed from ERN
	Cancellation of outstanding fees		Transfer / Filing of student records
	Remove from Evacuation Roll		Add to Parent Counter spreadsheet

Appendix 4: Exemption from Attendance summary

Powers – Exemption from Attendance at School	Delegates (Note: Delegates cannot delegate)
Exemption from school attendance for students engaged in employment in approved entertainment industry activities up to 100 days in a twelve month period for any one student.	Director (Schools) * Principal
Exemption from school attendance for students participating in elite arts or elite sporting events up to 100 days in a twelve month period for any one student.	Director (Schools) * Principal
Exemption from school attendance totalling up to 100 days in a twelve month period for any one student.	Director (Schools) * Principal
Exemption from school attendance totalling 100 days or more in a twelve month period for any one student.	Executive Director (Schools)
For periods exceeding the delegate's authority the application should be referred to the next most senior delegate	

Powers – Exemption from Enrolment at School	Delegates (Note: Delegates cannot delegate)
Exemption from enrolment – Age	Deputy Secretary, Education, with the responsibility for Schools and Executive Director (Schools)
Exemption from enrolment – Health, learning or social needs or disability	
Exemption from enrolment – Completion of Education under Special Circumstances	Executive Director (Schools), Director (Schools)* and secondary principal

* In most instances the Director (Schools) referred to above will be Director, Public Schools NSW however a Director, Educational Services is also permitted to grant exemption under this power.

Appendix 5: Attendance areas

Attendance area	Frequency	Responsibility
Daily absences	Every day	<ul style="list-style-type: none"> Class teachers are required to complete class roll in the first 5 minutes of Period 1 – for official daily attendance record. Admin staff are responsible for sending SMS notifications to parents/carers at 10am each day. Admin staff are responsible for entering any Late Arrivals to school. Students will be provided with slip to show to teacher on arrival to class.
Truancy Report	Every day	<ul style="list-style-type: none"> Admin staff will print out Truancy Report each day (for the previous day's attendance) and give to Head Teacher Admin Head Teacher Admin will follow up with listed students and record in Sentral <ul style="list-style-type: none"> For class truancy – notify class teacher and Head Teacher for follow up For whole school activities (recess, lunch, sport etc) – Head Teacher Admin to follow up Persistent truants referred to DP
3 day absences	Every 3 days	<ul style="list-style-type: none"> Not required whilst DHS uses daily SMS messaging to parents/carers Should DHS stop using SMS communication, then Admin staff will print and send formal letters to parents/carers.
2 week 90% & below attendance	Fortnightly	<ul style="list-style-type: none"> Head Teacher Admin will print 90% & below attendance report every fortnight. Report will be given to Deputy Principals & Head Teacher Wellbeing to make relevant notes about students listed. Head Teacher Admin will enter students with attendance concerns below 90% into Sentral Wellbeing Admin staff will print and send Attendance Letters once approved by Head Teacher Admin 60% and below – Deputy Principals and HSLO are responsible for follow up 60-90% - report will be tabled at BEST meeting, with Year Advisers to follow up with students. If required, relevant Deputy Principal to be notified of attendance concern.



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Appendix 6: DHS Attendance Flowchart

