



NORTH WEST CHRISTIAN SCHOOL

Attendance & Enrolment Policy





7.1 Index

7.1 Index

7.2 Policy

Procedures

7.2.1 **Attendance/Truancy**

7.2.2 **Enrolment / Re-enrolment of present and past students**



7.2 Policy

Rationale:

One of the key changes from 10th July 2017 (Tasmanian Education Act 2016), is a change in Enrolment and Attendance policies. With evidence clearly demonstrating that students who stay at school have much better employment and life outcomes, students are required to continue to participate in education and training until they complete Year 12, attain a Certificate 111, or they turn 17 years of age (whichever occurs first). The minimum leaving age increases to 18 in 2020.

As the School staff, we have a legal and moral responsibility to ensure that attendance of students is monitored and records are kept.

Aims:

To ensure that records of enrolments and daily attendances for all students are kept on permanent record.

Implementation:

This School will abide by the legislation (Education Act 2016) pertinent to student attendance. This includes:

1. A register of enrolments that includes: legal name of student, date of birth, usual place of address of student, the name and contact telephone of parent/guardian, the date of enrolment and the date of de-registration including the student's destination, and the previous school (if applicable) for all children.
2. Also required is: details of legal provisions for care, country of residence if applicable, details of any disability the student is known to have and vaccination status.
3. Where a student is 17 years and younger leaves the School and their destination is unknown, a home-school liaison officer from the Department of Education will be notified with all relevant details.
4. A set of protocols exist to monitor attendance/absences from school, identify absences from school and from individual classes, follow up unexplained absences, notify parents/guardians of attendance trends, keep unsatisfactory attendances records on file. The School is using the SEQTA Program to record this information.
5. Maintaining a register of daily attendances, which includes: daily attendance, absences, reasons for absences and documentation to support absences.
6. The permanent archiving of the register of enrolments after a period of 5 years and the retention of the attendance records for a period of 7 years.

This School will attach to this policy guidelines that may include but are not limited to:



7.2.1 Attendance/Truancy

Rationale:

- The *Education Act (2016)* requires that children of school age (five years of age – Prep to seventeen years – complete Year 12 or attain a Certificate 111) are required to be in full-time attendance at a government or registered non-government school unless they are receiving approved home tuition, correspondence education, or have been granted an exemption by the Department of Education.

Aims:

- To maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly, and without unnecessary or frivolous absences.

Implementation:

- Education is a sequential process. Absences often mean students miss important stages in the development of topics, causing them to find 'catching up' difficult.
- Absenteeism contributes significantly to student failure at school.
- All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.
- Illness is reasonable grounds for an absence; shopping excursions or birthday parties are not.
- Parents have the responsibility to ensure that their children attend school regularly, and are only absent if ill or if absolutely necessary.
- Parents have the responsibility to provide a written note or make a telephone call to the School explaining why an absence has occurred. Using the SEQTA program, the School secretary will document the specific details of these on a school database for reporting to parents on a semester basis.
- The Principal has a responsibility to ensure that attendance records are maintained and monitored at school.
- All student absences are recorded in both the morning and the afternoon by teachers.
- The Department of Education, enrolment auditors and accreditation auditors, may seek student attendance records.
- The Principal has a further responsibility to ensure that unexplained absences are investigated, and that high levels of absenteeism are adequately explained.
- The Principal will contact parents of students with high levels of unexplained or unapproved absences, with the view to developing and implementing strategies to minimise absences.
- Ongoing unexplained absences, or lack of cooperation regarding student attendance will result in a formal attendance conference being organised.

Evaluation:

This procedure will be reviewed as part of the School's five-year review cycle.

This Policy was reviewed & ratified by NWCS Advisory Committee (April 2018), as part of the Tasmanian Seventh-day Adventist Schools System. SDA (Tasmania) Schools Board of Directors: 19th June 2018.



7.2.2 Enrolment & Re-enrolment

Rationale:

North West Christian School is a member of the Seventh-day Adventist Schools system, providing quality education in a caring Christian environment.

It is important that a credible, equitable and a published application system is in place so that the School and parents can make forward planning decisions related to placement of students in the School. Ideally, this process should be completed during the commencement of Term 4 each year.

Applications can be accepted under two enrolment status:

- Full time
- Part time – Home Schoolers. Following State Education directives (Education Act, 2016) for us to become co-educators with home schooled students, we are now able to enrol Home Schoolers for a maximum 40% of their school week. To do this the School is required to write a letter to the OER, outlining our 'in principle support' as co-educators. This is a new element to this Policy and is still in the developmental stages. It will develop as the State Government makes it's direction clear and as we work with parents and students.
- Para time – Students with Disabilities. Dual enrolment can take place. See the Education Act 2016.

Implementation:

- North West Christian School is open to students without regard to their ethnic background and gender. While no religious test is applied, all students are expected to live in harmony with the School's standards and regulations as set out in the School's Enrolment documentation, show respect for the Word of God and to attend the regular religious classes and activities of the School. Every effort is made to provide opportunity for all students to participate in all school activities and, as far as possible, the School attempts to accommodate disadvantaged students. Caregivers have an important role in the education of students. Parents/guardians will support the ethos and philosophy of the School and will endeavour to uphold the principles, practices and policies of the School in every way.
- All applications for admission are processed by the Administrative Committee (Principal, Class teacher and a member of the Leadership Team) and acknowledged by the School Council.
- Students accepted into the School are required to apply for re-enrolment in subsequent years.
- All students accepted into the school family, serve a probationary period of one term.
- The School Council alone has the power to terminate enrolment.

Aim:

To provide a system of application and access for all members of the community, the following protocol applies:

1. Initial inquiry is made to the Office staff, who provide the necessary information.
2. Students wishing to enrol at North West Christian School are sent enrolment application forms.
3. Received application forms are acknowledged.



Procedures:

Applicants:

- Application received and acknowledged
- Interview time arranged
- Tour of the School and interview with the Principal
 - 1) Includes values, Christian commitment, and finances.
 - 2) If parents/guardians wish to proceed, an interview to be arranged with Principal, teacher, and if available, a School council member.
 - 3) Entrance testing if needed / Reports (behavioural and academic) from other school must be presented.
 - Recommendation on Enrolment – test data, school reports, recommendations from previous school
 - Applicants informed.

Student Re-enrolment:

- Each September / October re-enrolment forms are distributed to the current school families.
- When completed, re-enrolment forms are returned to the School Office and collated for Budget / teaching purposes. These are then presented to the School Council for acceptance.

Student re-enrolment of past students:

If a parent voluntarily removes their student / students from the School, and at a later point of time decides to re-enrol their child / children at North West Christian School, the following will occur:

- The parent will need to make an appointment for an interview with the Principal.
- At this meeting, it will be explained to the parent the following guidelines for re-enrolling a child at North West Christian School:
 - The parent will need to:
 - Explain in writing the reasons why they want their child re-enrolled.
 - State in writing why their reasons for removing the child have now been perceived to be resolved.
 - This written document will then be presented at the next School Council meeting for their consideration.
 - The School Council will then notify the parent as to the outcome of their decision.

Evaluation:

This procedure will be reviewed as part of the School's five-year review cycle.

This Policy was reviewed & ratified by NWCS Advisory Committee (April 2018), as part of the Tasmanian Seventh-day Adventist Schools System. SDA (Tasmania) Schools Board of Directors: 19th June 2018.