

# NSW ATTENDANCE REGISTER CODES

## (for implementation in all NSW schools from January 2012)

<b>Note:</b> The symbol <b>X</b> is to be used for the first and last day that the student attended for each term.	
<b>Symbols to be used where students are absent from school</b>	
<b>Symbol</b>	<b>Meaning</b>
<b>a</b>	The student was absent on that day.
<b>Pa</b>	The Student was late or was absent for part of a day. The time of arrival or departure must be recorded.

<b>Symbols to be used for explanation of student absence</b>	
<b>Note:</b> The following symbols should be recorded above the a or Pa symbol as appropriate.	
<b>Symbol</b>	<b>Meaning</b>
<b>A</b>	The student's absence is unexplained or unjustified. This symbol must be used if no notice has been provided by parents within seven days of the occurrence of the absence.
<b>B</b>	The student is absent from the school on official school business. This symbol is recorded where the principal approves the student leaving the school site to undertake: <ul style="list-style-type: none"> <li>- work experience</li> <li>- school sport (regional and state carnivals)</li> <li>- school excursions.</li> </ul>
<b>E</b>	The student was suspended from school.
<b>F</b>	Year 11 or 12 student participating in flexible timetable not present because they are not required to be at school. <b>OR</b> Student who has <b>completed Year 10 but is below the age of 17 years</b> participating in: <ul style="list-style-type: none"> <li>- approved education or training, or</li> <li>- if the child is of or above the age of 15 years - paid work or a combination of approved education or training and paid work.</li> </ul>
<b>H</b>	The student is attending two or more education settings for a period of time (shared enrolment). This symbol is recorded where a student accesses a specialist educational setting on a sessional or full-time basis in line with Diocesan Policy. The symbol is recorded where a student accesses education settings separate to their mainstream school, such as: <ul style="list-style-type: none"> <li>- tutorial centre and programs</li> <li>- behaviour schools</li> <li>- juvenile justice</li> <li>- hospital schools.</li> </ul>
<b>L</b>	Principals may record up to 15 days in a school year for students of compulsory school age who have provided an explanation of the absence which has been accepted by the principal. Additional days for students not of compulsory school age may be recorded at the principal's discretion. This symbol is recorded where a student's absence is due to reasons accepted by the principal. This may be due to: <ul style="list-style-type: none"> <li>- misadventure or unforeseen event</li> <li>- participation in special events not related to the school</li> <li>- domestic necessity such as serious illness of an immediate family member</li> <li>- attendance at funerals</li> <li>- recognised religious festivals or ceremonial occasions.</li> </ul>
<b>M</b>	The student was exempted from attending school. (See <i>Guidelines for Exemption from Attendance at NSW Catholic Systemic Schools</i> )
<b>S</b>	The student's absence is due to sickness or as the result of a medical appointment. In these cases: <ul style="list-style-type: none"> <li>- a medical certificate is provided or</li> <li>- the absence was due to sickness and the principal accepts this explanation.</li> </ul> Principals may request a medical certificate in addition to explanations if the explanation is doubted or the duration of the absence is more than four days.

## ROLL MARKING PROCEDURES

1. Class Rolls must always be marked accurately. Principals are required to maintain an attendance register (roll) in a form approved by the Minister (Education Act 1990 section 24).
2. Teachers should be conversant with Diocesan/School Policies and Procedures.
3. Parents or carers should be informed that it is their responsibility to:
  - ensure that their child attends school regularly
  - explain the absences of their children from school promptly.
4. The first and last day of attendance each term should be marked with an 'X'.
5. The **exception method** (marking absences only) is to be followed as shown:
  - place a lower case 'a' in the day's column against the name of the absent student at the time when the declaration of student attendance is made
  - subsequently, when the declaration regarding the nature of leave is made, either **A, S, L, E, M, F, B** or **H** is written above the 'a', for example:
 

A	S	L	E	M	F	B	H
a	a	a	a	a	a	a	a

**6. The following entries should be made**

- First and last day of attendance each term (see 4)..... **X**
  - Absence declared (*absence included in absence return*) ..... **a**
  - Absence for part of a day (see 11) ..... **P**
  - Absence unexplained after 7 days or unjustified ..... **A**
  - Absence on official school business (*absence not included in absence return*)..... **B**
  - Absence due to suspension (*absence included in absence return*)..... **E**
  - Absence of a Year 11 or 12 student on approved flexible timetable ..... **F**  
or Student who has completed Year 10 but is below the age of 17 years, participating in:
    - approved education or training, or
    - if the child is of or above the age of 15 years-paid work or a combination of approved education or training and paid work (*absence not included in absence return*)
  - Absence from home school due to attendance at a specialist education setting ..... **H**  
(*absence not included in absence return*)
  - Absence with leave – reason accepted by the principal ..... **L**  
(*absence included in absence return*)
  - Absence with approved exemption (*absence not included in absence return*) ..... **M**
  - Absence owing to sickness or as a result of medical appointment ..... **S**  
(*absence included in absence return*)
  - Public holidays and other days on which the school is not open for instruction are indicated by a vertical broken line in the column for that day.
7. No codes other than **a, A, S, L, E, P, M, F, B** or **H** are to be used in marking the roll.
  8. The symbol '**B**' is used where a student is absent from the school site on official school business. This may include work experience, school sport (regional and state carnivals), and school excursions.
  9. Absence of a Year 11 or 12 student on an approved flexible timetable must be recorded in the same manner as other students. However, scheduled days or periods of non-attendance must not be marked as absences. An '**F**' should be recorded for the day.
  10. Under Section 25 of the *Education Act 1990*, the Minister may grant a Certificate of Exemption. This power is delegated, subject to *Guidelines for Exemption from Attendance at NSW Catholic Systemic Schools*, to principals, in relation to granting of an exemption from school attendance for periods totalling up to 100 days in a 12 month period for any one student. An '**M**' should be recorded for the day.
  11. Absences on an occasion (i.e. part of a day) or unjustified lateness or fractional truancy is shown by placing '**P**' next to '**a**' in the day's column against the name of the student when the absence is determined. When the reason for the part absence is determined, either **A, S, L, E, M** or **B** is to be placed above the '**a**', for example:
 

A	S	L	E	M	B
Pa	Pa	Pa	Pa	Pa	Pa

Details of Partial Absences i.e. times and dates are to be recorded in the "Details of Absences on Occasions" which follows the Term 4 section of this roll. Partial absences are not included in tallies of absence returns.

12. The number of absences for each student are to be counted and recorded at the end of each term. Exemptions (**M**), flexible timetable (**F**), official school business (**B**), absence from home school due to attendance at a specialist education setting (**H**) and partial absences (**Pa**) are **not** to be included in tallies and Absence Returns.
13. The name of the month and date must be entered in the space provided. Numbering of weeks is optional.
14. A red line is to be ruled through the spaces where attendance would not apply (i.e. prior to enrolment or after leaving), with an arrowhead on the line ending immediately before the first attendance, and another arrowhead in the reverse direction ending immediately after the last attendance, except at the beginning and end of each term.
15. All entries in the Class Roll must be in black pen. No eraser, pencil or correcting fluid is to be used. Mistakes should be corrected by ruling a line through the mistake and placing the correct entry above or in the appropriate space.
16. The teacher marking the Class Roll must place his/her initials in the designated square at the base of the day's column.
17. In the column headed 'Special notes' comments such as 'speech therapy Tuesdays' or 'medical history – no exertion' may be made. Confidential notations should not be included.

**18. Example of correct roll marking**

	Jan			Feb							Feb							Mar							Mar											
	29	30	31	1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	1	2	5	6	7	8	9	12	13	14	15	16	
Jones, Ken			X																	A a			X	←												
Smith, Tim								X				S a					L a								A Pa										X	←

Ken Jones enrolled on 30 January and was absent (unexplained) on 23 February. There were no further absences until he left the school after attending on 6 March. Tim Smith enrolled on 7 February, was absent (sick) on 13 February, was absent (attending a religious ceremony) on 19 February, was absent on the afternoon of 2 March. His last day of attendance was 15 March.

Note: On 29 January and 9, 12 & 13 March the school was not open for instruction.

**19. Care of Class Rolls**

- Class Rolls should be kept in a secure location within the school
  - At the end of each school year principals will ensure that the Class Rolls are preserved as a complete record of school attendance for that year.
  - Class Rolls must be retained for a period of 7 years. In the case of a student who has had an accident necessitating an accident report, all attendance records should be retained until the student reaches the age of 25 years.
  - Notes, medical certificates and verbal explanations received from parents or carers must be retained for a period of 7 years from the date received.
20. One of three methods may be used to keep a record of attendance. This then becomes the attendance register.
    - i. The class roll marked by the teacher in the classroom each day.
    - ii. The teacher enters the names of absent students on a form with the information being transcribed to a centrally located Attendance Register.
    - iii. Absence recording within the student data management system.
  21. The Attendance Register must be available for inspection during school hours by a Board inspector or by any authorised person, who may require the principal of the school to furnish a copy of the register or any part of it. {Education Act 1990 section 24 (2)}