

The page features a decorative graphic consisting of three overlapping circles in shades of blue, arranged in a vertical line. Two thin blue lines intersect at the top left and extend diagonally across the page, framing the central text and the circles. The largest circle is at the top right, a smaller one is in the middle, and another large one is at the bottom right, partially cut off by the edge of the page.

STUDENT ATTENDANCE POLICY & PROCEDURES

Wyndham College

Updated: 23-Nov-17

Wyndham College Attendance Policy

The *Wyndham College Attendance Policy* has been developed to align with the current NSW DoE [School Attendance Policy](#). As per the [Education Act 1990](#), a child who is below the school leaving age of 17 must attend school. If a child has completed Year 10, but is below 17, the child may leave school if they are in:

- approved education or training
- full-time paid work
- or a combination of approved education or training and paid work

Wyndham College recognise the need for our students to be enrolled and attend the college until they are 17, or meet the conditions for leaving school stated in the Act. We also encourage and promote that students over the age of 17 continue with their studies until they transition into employment, further education or training.

All students enrolled at Wyndham College are expected to attend every day the College is open for instruction. All students are also expected to attend every lesson as per the official timetable. Wyndham College promotes the need for regular attendance to students within the school, to parents and our community. Wyndham College provides clear information to students and parents regarding attendance and encourages parents to monitor their child's attendance by accessing the *Central Parent Portal* and contacting the college if they have any concerns.

Wyndham College maintains an official register of student attendance using *Sentral*. Student attendance is recorded:

- in Connect to register daily attendance
- in each class to register attendance for each course the student is enrolled in.

Parents are notified of their child's unexplained absence via text message using the *Sentral Attendance Notification* system. This occurs within 24 hours of an unexplained absence.

Wyndham College staff monitor student attendance and make contact with parents to identify any concerns and to provide support to address learning and support needs as well as students wellbeing needs. Parents are consulted via phone calls, letters or emails to attempt to resolve issues that may be impacting on a student's attendance. If these methods of communication do not result in improved attendance, parents and the student are called in for a meeting with the relevant staff member (such as the Deputy Principal, Head Teacher Wellbeing, School Counsellor) to develop a plan to support the student to attend the college. If attendance continues to be a concern, the student may be referred to the Home School Liaison Officer.

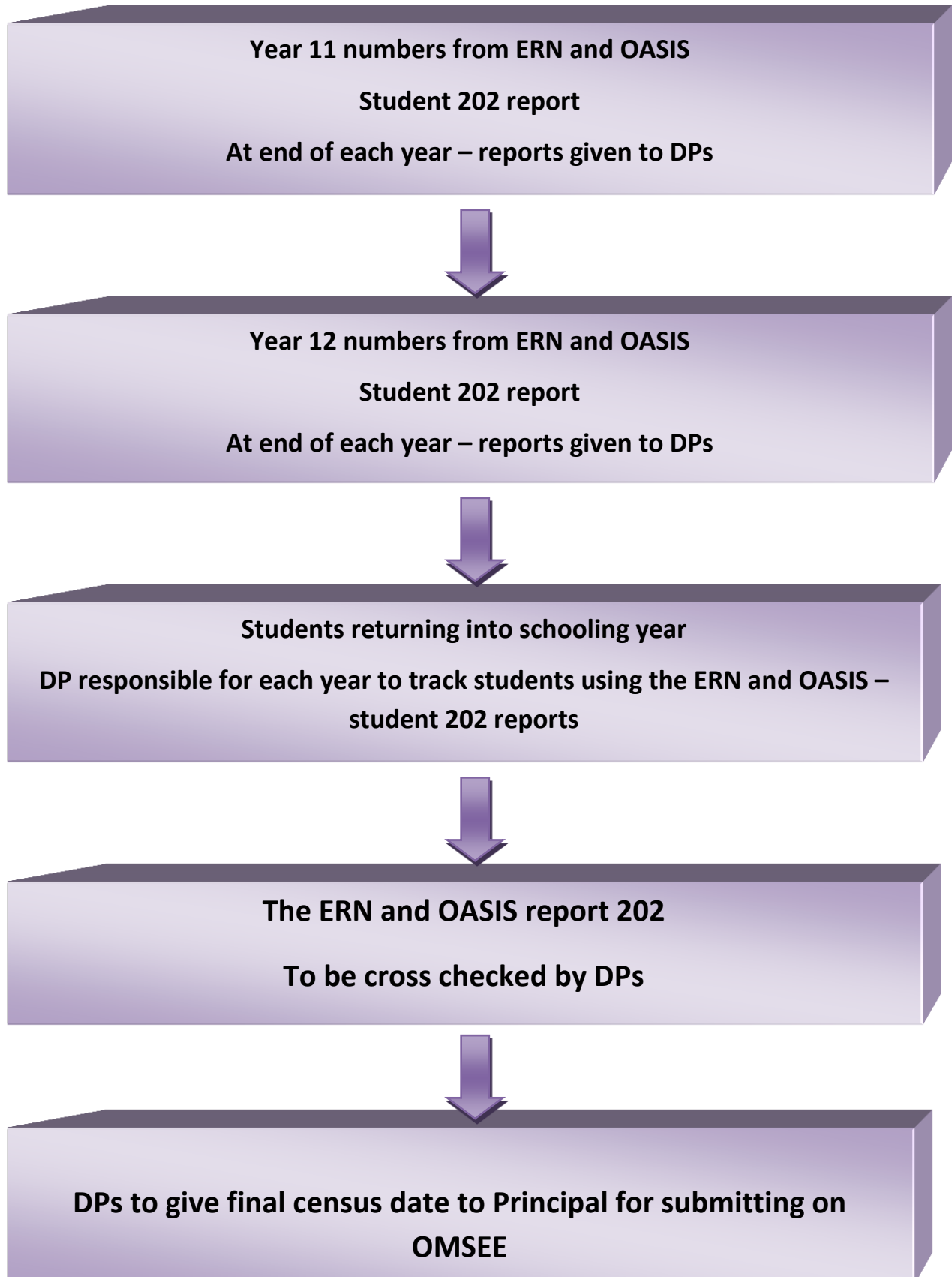
Where staff are made aware of concerns for a young person's safety, welfare or wellbeing:

- The [Protecting and Supporting Children and Young People Policy](#) is considered and applied as appropriate
- All required reports are processed through the [Mandatory Reporter Guide](#)

Student absences are recorded as sick, leave, unjustified or exempt as per section 4.2.9 of the DoE School Attendance Policy.

Wyndham College Attendance Procedures

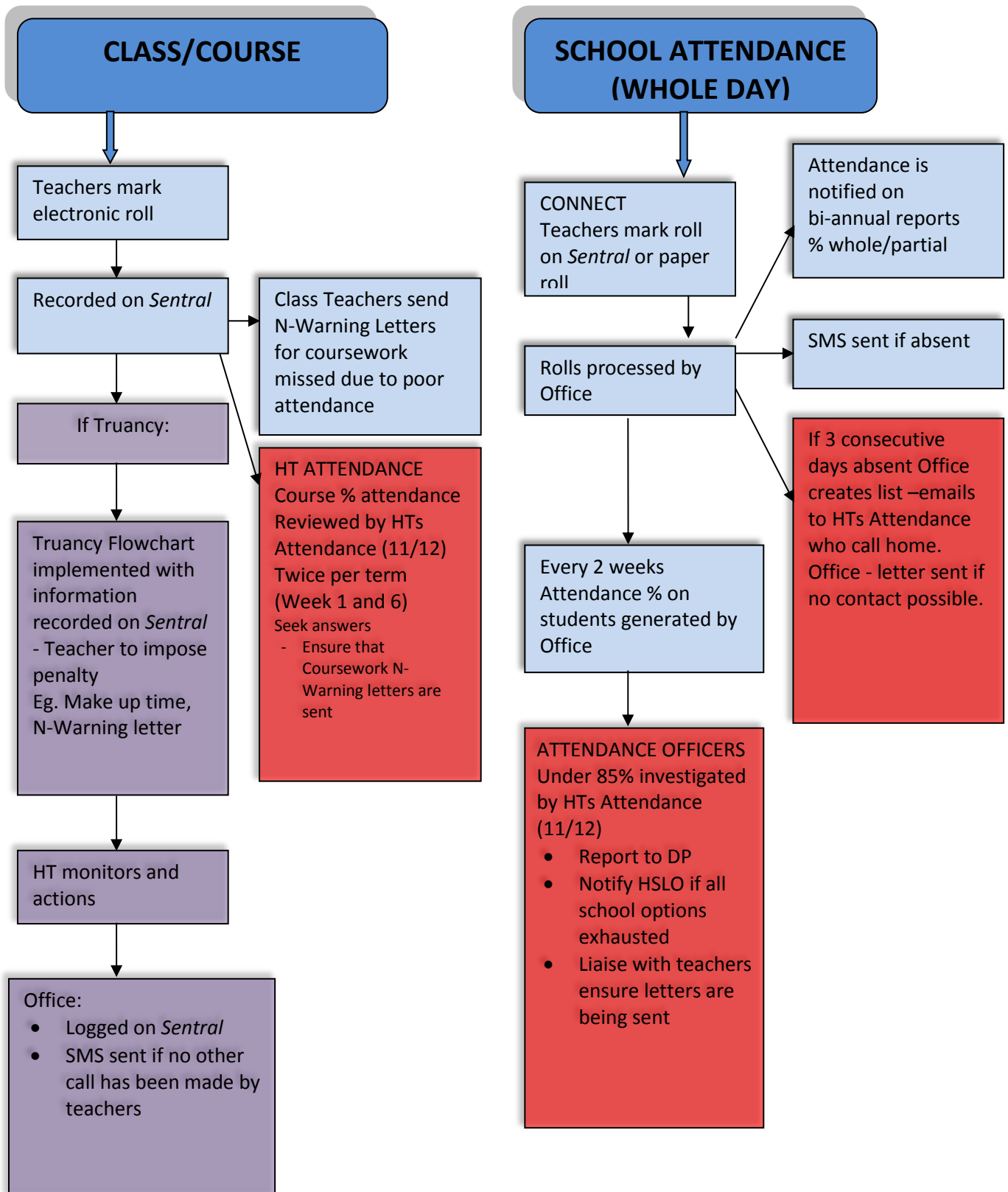
STUDENT ENROLMENTS AT WYNDHAM COLLEGE



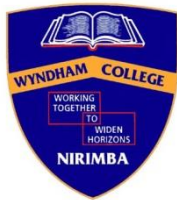
Attendance Monitoring for Staff Return at Wyndham College

Student	Action
<p>Under 17</p> <ul style="list-style-type: none"> • Has expressed interest • Has not completed an enrolment form • Not on roll • Has not shown up 	<ul style="list-style-type: none"> • 7-10 schools or Collegiate DP attempt to make contact. Referred back to relevant Collegiate school • If no contact possible – send application for ESU (enrolment status unknown) to HSLO • Will require an exemption letter from parent/guardian • Verbal confirmations to be officially recorded by the college • Can be recorded on ERN not included in return
<p>Under 17</p> <ul style="list-style-type: none"> • Enrolled • Has not shown up and have indicated they will not be attending • Have not produced proof of alternative setting 	<ul style="list-style-type: none"> • Initial home contact to be made by DP for each year before census in WEEK 3 • College permitted to accept verbal confirmation FROM PARENT ONLY of alternative arrangements but written confirmation preferred • Will require an exemption letter from parent/guardian • Keep on roll but remove from <i>Edval</i> the week before change of subject period • After 30 days non-attendance (Week 7 T1) DP requests HSLO assistance • If student cannot be contacted, letter to parent and referral to HSLO made • DP reports to Child Well-Being Unit • DO NOT REMOVE FROM ROLL UNTIL 17TH BIRTHDAY • Letter declaring position vacant • Cannot be included in return
<p>Under 17</p> <ul style="list-style-type: none"> • Enrolled • Have not shown up but have indicated they will be attending or have NOT indicated they will not be attending • Still on <i>Sentral</i> & <i>Edval</i> 	<ul style="list-style-type: none"> • HT Attendance for each year to phone and send letter • Actions/responses recorded on <i>Sentral</i> • N-Warning letters sent by CRT/HTs to follow up • HT Attendance Referral to Welfare and DP • After 30 days non-attendance DP requests HSLO assistance • If student cannot be contacted, letter and referral to HSLO made • DP makes referral to HSLO • DP reports to Child Well-Being Unit • Letter declaring position vacant • Remain on ERN cannot be included in return unless overseas or ill (in hospital / anxiety / mental health issues etc) • Follow procedures in section 21 of the <i>Student Attendance in Government Schools Procedures 2015</i> where applicable to record the student as 'Left – Destination Unknown'.
<p>Under 17</p> <ul style="list-style-type: none"> • Enrolled • Periodic chronic non-attendance 	<ul style="list-style-type: none"> • HT Attendance for each year to phone and send letters • Actions/responses recorded on <i>Sentral</i> • HT Attendance Referral to Wellbeing and DP • After 30 days non-attendance DP requests HSLO assistance • Student offered subject change, tuition, mentoring, coaching, career counselling etc • DP follow up with intervention letter • DP makes referral to HSLO • DP reports to Child Well-Being Unit • DO NOT REMOVE FROM ROLL UNTIL 17TH BIRTHDAY • Letter declaring position vacant

WYNDHAM COLLEGE ATTENDANCE PLAN



- If students are to be removed from a class roll, DP or HT Secondary Studies notifies Office who promptly removes student from Edval. As *Sentral* updates from Edval, there may be a short delay in students disappearing from rolls.



Truancy Action Flowchart

