

**Burren Junction
Public School**

Enrolment & Attendance Procedures

Reviewed and updated November, 2020

NSW Department of Education

Burren Junction Public School

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Attendance Procedures

This policy and associated documents are located on Burren Junction Public School Server, www.burrenjunc-p.schools.nsw.edu.au/policies. Teachers may seek paper copies from the school and all completed documents may be found on the Teacher drive.

Rationale:

The government school system in New South Wales exists to provide high quality education for all students. The Education Reform Act 1990 outlines the objects of education and the legal requirements for compulsory schooling.

In brief, the legislation requires students between the ages of six and seventeen to enrolled at a government or registered non-government school, and to attend school on each day that instruction is provided or to be registered for home-schooling. It is the duty of the parent or carer of the student to ensure that these obligations are fulfilled.

NSW Department of Education Guidelines

The Department of Education "Enrolment of Students in Government Schools", August, 1997, is located at the DoE internet site under Policy Library:

https://education.nsw.gov.au/policy-library/relateddocuments/V03_pd02_06_enrolment_of_students.pdf

Burren Junction Public School Guidelines

1. Children are to be enrolled at Burren Junction Public School once the enrolment application form has been completed, risk assessments completed and the principal has approved the enrolment.
2. Parents are to complete the NSW DoE enrolment form and to provide the school with the following documentation to assist in the enrolment process:
 - Birth certificate or Passport as proof of identity and age;
 - Immunisation record;
 - Health related documentation, or ASCIA plan, from medical practitioner in the case of a child with a health condition;
 - Student documentation from a previous school if the child is moving from one school, or schooling system, to Burren Junction Public School.
3. The school with enter all enrolment data into the DoE system for maintaining accurate and complete enrolment data.
4. All students who are enrolled at school, regardless of their age, are expected to attend that school whenever instruction is provided.
5. Section 24 of the Act requires principals to maintain an attendance register (roll) in a form approved by the Minister. Attendance registers must be available for inspection during school hours by a Board Inspector or by any authorised person.

Transition to school

Burren Junction Public School provides a comprehensive transition to school program for pre-school children who are eligible to start school in the new school year. This program will be a 5 week program which will run for one day a week in the first five weeks of Term 4.

It is anticipated that those children who start the program will complete the program to ensure the best possible start to Kindergarten in the new school year.

Kindergarten Enrolment

The school community will be advised of the enrolment arrangements, including the policy on immunisation.

Children may enrol in Kindergarten at the beginning of the school year if they turn five years of age on or before 31st of July in that year.

The Kindergarten start date will be in the first week of the new school year.

Immunisation

Parents have the right of not having their children immunised. However, under the Public Health (Amendment) Act, 1992, in the event of an outbreak of a vaccine preventable disease, unimmunised children will be required to remain at home for the duration of the outbreak.

Short Term and Part-time Attendance of Students

A student should be enrolled in one school only at any given time. For a variety of reasons a student enrolled at a particular school may need to attend another school for a short period of time and the principal at Burren Junction Public School will facilitate this for the child.

Attendance

NSW Department of Education Guidelines

The NSW Department of Education "School Attendance Policy" was last updated on 23/8/2018 (Ref Number: PD/2005/0259/V07), is located at the DoE internet site under Policy Library:

<https://education.nsw.gov.au/policy-library/policies/school-attendance-policy>

Burren Junction Public School guidelines

- School starts at 9:15am each day and concludes at 3:15PM.
- Clear information is provided to students and parents regarding attendance requirements upon starting at the school each year and in the school newsletter throughout the year.

- School attendance is monitored through the daily role being taken first thing every morning, even when on school excursions.
- Measures are in place to monitor and follow up student absences, this is overseen by the Principal or delegate. All absences are to be explained by the parent / carer and absences of three (3) or more days, due to illness, do require a doctor's certificate.
- Reminder letters will be sent home to parents where no explanation has been provided for a student's absence.
- All reasonable measures to contact parents promptly and within two school days of an absence being unexplained, if contact has not already been made. An absence is unexplained if parents have failed to provide an explanation to the school within 7 days.
- NSW DoE requirements regarding attendance records being provided will be followed up by the Principal or delegate.
- All attendance concerns will be directed to the Principal and then the school's Home School Liaison Officer, as required.
- Principal will meet with the HSLO each term to monitor the regular attendance of students; and develop and implement strategies to support students with identified attendance issues.
- Staff will ensure that any matter relating to school attendance, where safety, welfare or wellbeing concerns arise for a student and will report concerns to the Community Services Child Protection Helpline or contact made with the Child Wellbeing Unit (as required by the [Mandatory Reporter Guide](#)).
- Follow the Burren Junction Public School's Exemption from School procedures when wet weather precludes children from attending school. (see the Exemption from School Procedures in Policies.)