



SYDNEY JAPANESE
INTERNATIONAL
SCHOOL

シドニー日本人国際学校

Attendance Policy and Procedures

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Purpose: The purpose of this attendance policy is to ensure that all students at Sydney Japanese International School maintain regular attendance, as consistent attendance is critical for academic success and personal development, as well as enable the school to exercise its duty of care and pastoral obligations towards students: and fulfil its legal responsibilities.

This policy outlines the expectations and procedures for managing student attendance, including late arrivals, early departures, and absences.

Policy Statement:

SJIS is committed to:

- Promoting regular attendance as a critical component of student success.
- Working in partnership with parents to ensure students meet attendance requirements.
- Providing a supportive learning environment that fosters student engagement.
- Complying with all legal obligations related to student attendance under the New South Wales Education Act 1990

Responsibilities:

- **Principal and School Leadership:**
Ensure attendance policies and procedures are implemented, monitored, and reviewed regularly. Address persistent absenteeism through appropriate interventions.

- **Teachers:**
Record student attendance daily and report absences according to school procedures. Identify students at risk of low attendance and refer cases to the school's leadership team.
- **Parents/Guardians:**
Ensure their child attends school regularly and punctually. Inform the school promptly of any absences, providing valid reasons.
- **Students:**
Attend school regularly and on time. Communicate with classroom teachers if facing challenges that impact attendance.

Attendance Requirements:

School Hours: The official school hours are from 8:30 AM to 3:20 PM. Students are expected to be on school grounds by 8:30 AM to attend the morning homeroom to prepare for the start of classes.

Daily Attendance:

- All students are required to attend school on designated school days.
- Rolls are marked each morning by teachers' homerooms electronically via Sentral.
- Parents/guardians will be notified of any unexplained absences via text message.
- Late arrival, early departure or a period out of school such as for a medical appointment, are recorded as partial day absences.
- The Heads of Divisions shall inform the Executive Assistant of all student's suspensions and expulsions, and the rolls will be marked accordingly.
- The attendance register shall be available for inspection during school hours by a NESA 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.
- Attendance is recorded on the students' Academic Report.
- Attendance is reported each year in the school's Annual Report.

Late Arrivals:

- Parents/guardians must notify the school via school app by 8:00am if a student is unable to arrive at school on time.
- Students arriving after 8:30am must report to the reception.
- A late slip will be issued, which must be presented to the classroom teacher.
- Frequent lateness may require a meeting between the parents/guardians and classroom teacher to address the issue.
- Students who need to arrive at school after 8:30 AM regularly must have prior approval from the principal.
- Parents/guardians must complete a partial absence form available on the school app and at the reception, and submit it to the classroom teacher.

Early Departures:

- Students leaving early (before 3:20pm) must be signed out by a parent/guardian at the reception. Once the parent/guardian arrives at the reception, the receptionist shall phone the student's class to inform the teacher and student.
- Students who need to leave school before 3:20pm regularly must have prior approval from the principal.
- Only special circumstances, such as medical appointments or family emergencies, will be considered valid reasons for early departure. Other reasons, including after school activities or family matters, cannot be approved, and will generally be recorded as "UNJUSTIFIED" in accordance with NESA guidelines.
- If parents notify the school of another adult picking up their child, the receptionist needs to be notified.
- The identity of unknown people should be checked by the receptionist before releasing the student into the care of that person.
- Parents/guardians must complete a partial absence form available on the school app and at the reception, and submit it to the classroom teacher.

Absences:

- Parents/guardians must notify the school via School app by 8:00am if a student is unable to attend.
- A written explanation, doctor's note, or medical certificate must be provided upon the student's return to school, if the student is absent from school over 3 consecutive days.
- Extended absences due to travel or other non-medical reasons must be pre-approved by the principal. An application form for extended leave is available on the School app and at the reception.
- Travel-related absences will generally be recorded as "UNJUSTIFIED" in accordance with NESA guidelines.
- The principal and Heads of divisions have the discretion to request further information in substantiation of an absence, and to accept or reject a reason for the student's absence, and determine the Code to be recorded for the student.

Monitoring and Reporting:

- Attendance is marked and maintained following NESA guidelines.
- Attendance records are maintained and monitored regularly.
- The Attendance records are submitted to the Department of Education twice a year.
- When a student is absent for two or more consecutive days without notice, the receptionist will call the parent or guardian and ask for an explanation.
- Parents/guardians will be notified if a student's attendance falls below an acceptable level (80%), and a plan may be implemented to improve attendance.

Consequences of Poor Attendance:

- Consistent absenteeism or tardiness without a valid reason may impact a student's academic progress and could lead to disciplinary action.
- In severe cases, the school may involve external authorities to address ongoing attendance issues.

Exceptions:

- Absences due to bereavement will not be recorded as absences until the 7th school day.
- Absences due to entrance exams for high schools, will not be recorded as absences. The details need to be communicated to the classroom teacher, for the principal to approve the absences.
- Absences for orientation required for admission to high schools will not be recorded as absences.

Special Circumstances:

- The school recognises that some students may have special circumstances requiring flexibility in attendance. Parents/guardians are encouraged to discuss any such needs with the principal to arrange appropriate accommodations.

Review: This policy will be reviewed annually to ensure it remains aligned with NESA guidelines and the needs of the school community.