

# Bourke-Walgett School of Distance Education

## Student Attendance

Distance Education is governed by the same policies as apply to all NSW government schools, including policies on student attendance. Regular attendance at school is essential if students are to maximise their potential and meet the requirements of the law. Schools and parents share responsibility for promoting regular attendance.

The NSW Department of Education School Attendance Policy requires that Principals of NSW government schools ensure:

that when frequent absences are explained as being due to illness that:

- consultation occurs with parents regarding the health care needs of the student
- medical certificates are sought for the absences
- where there are ongoing concerns, approval is sought from parents to contact the student's doctor so that the school has all the relevant information regarding the student's health care needs.

BWSODE measures attendance by the amount of work completed. Each week, students are expected to complete a set of work. This work is submitted through elearning or returned by mail. Individualised Learning Plans and Personalised Learning Plans and Pathways for identified students are also taken into consideration.

Distance education schools keep records of student-teacher contacts and also use this information to assess satisfactory attendance. Teachers monitor the progress of individual students. Teachers review all students on a weekly basis to check they are returning work regularly and have work to go on with. Teachers refer any issues to the APs or Principal.

\*A standard letter is sent when a student has failed to return work in a satisfactory time line by their teacher.

\*After three **unsuccessful attempts** by the teacher a standard letter is sent by the Principal.

Students are considered to have satisfactory attendance if they have completed more than 75% of their study program, as identified in the Student Review and Student Engagement Policy and Procedures. This is consistent with Centrelink's requirement that schools report if a student has "submitted a satisfactory number of work packs to maintain progress at 75% of a normal full-time workload".

The Student Attendance in Government Schools Procedures (2015) includes that parents or carers of children of compulsory school age are responsible for ensuring that their child attends school every day. Children must commence school by age 6 and then complete Year 10. After Year 10 and until they turn 17, students must be:

- in school, or registered for home schooling, or
- in approved education or training (eg TAFE, traineeship, apprenticeship) or
- in full time, paid employment (average 25 hours a week) or
- in a combination of work, education and/or training.

Refer also to The Enrolment of Students in Government Schools: A Summary and Consolidation of Policy (1997) and Protecting and Supporting Children and Young People Policy and Procedures