Attendance Policy and Instructions

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How to use Skoolbag and Edumate for Attendance

Pittwater House utilises Skoolbag and Edumate to record attendance.

Skoolbag App: Is used to submit all attendance notifications to the school. Select *Attendance Notifications* within the Skoolbag app. This is to inform the school of any upcoming full day absences, late arrivals, early departures, leave and exemption applications. As an alternative to using Skoolbag parents can email: attendance@tphs.nsw.edu.au or phone Reception on 9981 4400.

Edumate: is used to view any outstanding past absences and update student attendance with a reason/s for the absence.

For instructions on how to do this within Edumate, please go to the Edumate instructions located in the Portal on the TPHS website under the heading "How to View Absences and Enter Absence Reasons" https://www.pittwaterhouse.com.au/portal/edumate

Process for Full Day Absences Notification

- **Only to be used for full day sickness, medical or non-medical appointments**
- **Complete Absence Notification Form on Skoolbag**

Parents are required to contact the School by 9am on any day of absence. To notify the school of a full day absence due to sickness, medical or non-medical appointments please submit a full day *Absence Notification* form which can be located on Skoolbag, alternatively you can email attendance@tphs.nsw.edu.au or call Reception.

Please note this form should not be used for any type of holiday leave or absences due to any other reason. *If parents do not notify the school of a student absence in advance a reason will need to be provided within Edumate (see Edumate instructions).*

Process for Late Arrival

- **Complete Late Arrival Notification Form on Skoolbag**

Parents may provide a reason for the late arrival by completing a *Late Arrival Notification form* which can be found in the Attendance Notifications on Skoolbag.

Please note: all students arriving late **MUST** report to reception immediately upon entering campus to sign in. Submitting a Skoolbag form for late arrival does not update class absences on Edumate unless student signs in at Reception.

Students will be issued with a slip from Reception which must be shown to their teacher to gain entry to the class in session. Where a late arrival form has not been received in advance, the student is still required to sign-in at Reception and the parent may enter a reason and authorisation for the late arrival directly into the School's portal on Edumate. As an alternative to using Skoolbag email attendance@tphs.nsw.edu.au or call School Reception on Ph: 9981 4400.

Process of Early Departure

- **Complete Early Departure Form on Skoolbag**

Requests for approval of an early departure from school must be received by 9am on the intended day of departure. An *Early Departures* form can be found under the Attendance Notifications on Skoolbag. This request will then be sent to a Head of School or a Stage Leader for approval. Class teachers will also be informed of approval for student to depart early.

Please note: all students departing early **MUST** report to reception to sign out. Submitting a Skoolbag form for early departure does not update class absences on Edumate unless student signs out at Reception.

When signing out students will be issued with a leave pass which they must carry with them whilst off campus and, should they be asked, produce the pass to police or DEC Officers.

Absences from school and/or class(es) are identified and recorded by the electronic roll.

Process for Application for Exemption or Leave during Term Time

- **Complete Application for Exemption or Leave Application on Skoolbag**

Please note that all leave during term time for absences other than sickness or appointments, e.g. holidays, long weekends, funerals, elite sporting events or employment in approved entertainment industry activities must be applied for by completing an Application for Exemption or Application for Leave which can be located on Skoolbag under the Attendance notifications.

Please ensure applications are received by the school a minimum of 10 days before the first day of leave. As dictated by the Act, Exemptions will not be granted in retrospect.

Applications for Exemption under section 25 of the Education Act 1990 must be made by using the Skoolbag app forms. Verbal requests and requests made in any written form other than the official form will not be accepted.

The Principal may grant exemption (exemption from compulsory education as set out in the Education Act) where it is clearly demonstrated that the absence is in the student's best interests in both the short and long term, and that all other options have been considered.

Extended absences totalling up to 100 school days in a period of 12 months, may only be approved by the Principal.

Extended absences totalling greater than 100 school days in a period of 12 months, may only be granted by the Minister of Education.

Where students have been granted an Exemption the days exempt will not be counted as absences for reporting purposes. Where an Exemption is granted a Certificate of Exemption is produced. The original document is provided to all custodial guardians and a copy of the certificate is added to the students file and to the delegates folder of records.

Where an Exemption is not approved, the parent/s and/or guardian/s are advised of the Principal's decision in a letter which is mailed to all custodial guardians and a copy added to the students file and to the delegate's folder of records.

Daily Attendance Monitoring

Electronic rolls are marked to monitor the daily attendance/absence of all students.

Electronic rolls for students in Kindergarten to Year 6 are marked once daily between 8.30 and 8.40am.

Electronic rolls for students in Year 7 to Year 12 are marked between 8.30 and 8.40am.
in period 1 and in each timetabled period of the day.

Electronic rolls are created to be marked for all excursions attended by students from Kindergarten to Year 12.

Follow Up of Unexplained Absences

Unexplained absences from school are followed up by the schools Attendance Administration Officer.

Parents will receive an email and SMS as follows:

- On the morning of occurrence, the absence is followed up by email and/or SMS with the students parent/s and/or guardian/s
- If no response is received after five days, the absence is followed up by email with the students parent/s and/or guardian/s
- If no response is received after 7 days the absence is confirmed as unjustified as required by the Minister's codes.

Attendance Quick Reference Guide

Absence Notification (Full Day)

Sickness, Medical and Non-Medical Appointments only

To Inform School (by 9.00am)	Have Not Informed School
• Process a Skoolbag Absence form > As an alternative to using Skoolbag email attendance@tphs.nsw.edu.au or call School Reception on 9981 4400	• Students will be marked absent during roll marking • Parent receives automated notification by email from Edumate notifying them of student absence and requesting them to log in and provide a reason • Parent to log in to Edumate and provide a reason for absence

Early Departure

Requests for approval of an early departure from School must be received by 9am on the intended day of departure. Students must sign out at Reception prior to departure

To Inform School (by 9.00am)
• Process a Skoolbag Early Departure form   > As an alternative to using Skoolbag email attendance@tphs.nsw.edu.au or call School Reception 9981 4400 • Students **must** sign out at Reception

Late Arrival

Inform School on the day of late arrival. Students must sign in at Reception on arrival

To Inform School
• Process a Skoolbag Late Arrival form   > As an alternative to using Skoolbag email attendance@tphs.nsw.edu.au or call School Reception 9981 4400 • Students **must** sign in at Reception before going to class.

Process for Application for Exemption or Leave during Term Time

To Inform School (10 days in advance)
• Process a Skoolbag Application for Exemption or Leave During Term Time form • The Principal may grant exemption (exemption from compulsory education as set out in the Education Act) where it is clearly demonstrated that the absence is in the student's best interests in both the short and long term, and that all other options have been considered • Parent/Guardian will receive a letter for extended leave and/or exemptions indicating the outcome of your application

Please Note: If incorrect form has been submitted, Attendance will request re-submission of correct form