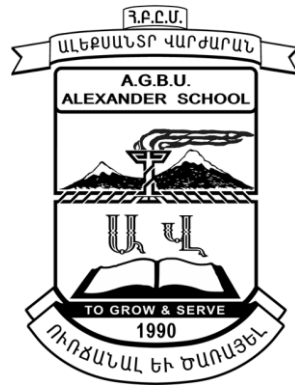


**ARMENIAN GENERAL BENEVOLENT UNION
ALEXANDER PRIMARY SCHOOL**



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***Enrolment &
Attendance Policy***

- Revised: 2005, 2009, 2013, 2019 -

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A.G.B.U. ALEXANDER PRIMARY SCHOOL

ENROLMENT POLICY

AGBU Alexander Primary School is part of the growing network of bilingual Armenian schools established by the Armenian General Benevolent Union (AGBU).

Mission Statement

“AGBU Alexander Primary School is dedicated to excellence in education and the realisation of each student’s potential, providing a balanced curriculum, encompassing academic, spiritual, cultural, physical and practical areas of learning.”

Policy

AGBU Alexander Primary School is a bilingual English and Armenian Christian school, dedicated to excellence in education and the realisation of each student’s potential, providing a balanced curriculum, encompassing academic, spiritual, cultural, physical and practical areas of learning.

The School’s clear focus is the enrichment of the individual student. This is achieved by committing to the personal development of each student by individualising programs; small class sizes; monitoring of students progress; recognising potential talents; facilitating a dynamic learning environment; encouraging active participation in school activities and performances.

AGBU Alexander Primary School caters for students from Preparatory (Prep) to Year 6.

Enrolment is open to all children of primary school age and applications are accepted for entry at all year levels.

The age requirement for students entering **Kindergarten is 5 years by 31st July** of the enrolment year, while for **Prep it is one year prior to Kindergarten** enrolment.

Parents need to show support for the Armenian heritage of the School. The School has strong affiliations with the wider community hosting cultural days and performing at community centres.

The School is involved in many extracurricular activities, participating in interschool sporting and academic events such as debating. The students extend themselves in the performing arts by producing and performing in special event concerts held throughout the year.

AGBU Alexander Primary School provides a safe, caring, nurturing, harmonious and conducive learning and working environment to support its motto to ‘Grow and Serve’.

It is a policy of the Armenian General Benevolent Union for no child to be denied an education in its schools for the sole reason that his/her parents are unable to meet all or part of the school fees. Assistance or relief request is made by written application. Substantiation documents may be required.

Children with special physical or intellectual needs will be accepted into the School if there is proof that the needs of the child can be catered for within the present staffing set-up. Information on the special needs of the child will be sought from outside professionals before enrolment is confirmed.

Individual Armenian programs are structured for children with little or no Armenian background. Eastern and Western dialect are catered for in the teaching of Armenian language, in single classes.

Procedures

1. Applications for enrolment are made through the School Office via the Registrar.
2. The Principal and/or the Curriculum Coordinator will carry out an interview with each Applicant and Parents.
3. During 'Orientation Days' students will have the opportunity to spend some time in the classroom with the teacher and other students.
4. In consultation with the teachers, the Principal will determine the suitability of the child for enrolment.
5. All applicants will receive a letter to inform them of the outcome of their application for enrolment.
6. The School has absolute discretion in determining the weight of each of the factors it takes into account, in determining whether to offer a place to a student.
7. Continued enrolment at the School is dependent upon the student making satisfactory academic progress, attending consistently, the student and the parent/carer(s) acting consistently within the School ethos and observing all behavioural codes of conduct as well as other requirements of the School which are applicable from time to time.

STUDENT ATTENDANCE POLICY

1. AGBU Alexander Primary School maintains a register of enrolments.
2. The School monitors the daily attendance and absence of students in the School by maintaining a daily register for each class of students.
3. Student absences from classes or from the School are identified and recorded in a consistent manner by the staff member responsible for the Roll class using the Code approved by the Minister for Education (Appendix A).
4. Attendance registers are recorded and stored electronically on Google cloud. Hard copies are printed at regular intervals and endorsed by the Principal, certifying its accuracy. Once signed, this hard copy becomes the record of attendance and must not be amended.
5. Unexplained absences from classes or from the School are followed up in an appropriate manner with the student and/or their parent or guardian.
6. It is the parents and/or guardians duty to ensure regular and punctual School attendance. A late arrival of more than ten minutes is recorded as a 'Partial Absence' (Pa) and must be explained in writing, as for other absences.
7. The School notifies parents and/or guardians in an appropriate manner where a student has a poor record of class or School attendance.
8. Where unsatisfactory class or School attendance is identified, the attendance issue and any action taken are recorded, as appropriate, on the student file.
9. Preparatory (Prep) students are not expected to attend every day. Being under the age of compulsory school attendance, parents have the option of sending them few days a week, as discussed and agreed by the Principal at the start of term.
10. The register of enrolments is maintained for at least 5 years before archiving and the register of attendances for a student is retained for at least 7 years after the last entry was made in respect of the student.
11. The School Roll is an official, legal document to be marked according to the instructions set out in this Policy. The Roll may be required in court.

Procedures

1. Student information such as name, date of birth, address, name and contact numbers of parent/guardians and relevant health details are collected through the Enrolment Application Form or other forms such as the MCEECDYA background information or update forms.
2. Information on previous school / pre-enrolment for a student are also collected by the Enrolment Application Form.
3. The student information is entered into the School database.

- The database is reviewed annually and updated when required.

Roll Marking Procedures

- Class Rolls must always be marked accurately. Principals are required to maintain an attendance register (Roll) in a form approved by the Minister (*Education Act 1990 section 24*).
- Teachers should be conversant with the school's Policies and Procedures.
- Parents or carers should be informed that it is their responsibility to:
 - ensure that their child attends school regularly.
 - explain the absences of their children from school promptly.
- Day of attendance is to be marked with an 'X'.
- A lower case 'a' is placed in the day's column against the name of the absent student at the time when the declaration of student attendance is made.
- Subsequently, when the declaration regarding the nature of leave is made, either A, S, L, E, M, B or H is written above the 'a', for example:

A	S	L	E	M	B	H
a	a	a	a	a	a	a

- The following entries should be made:
 - Day of attendance (see 4)----- X
 - Absence declared (absence included in absence return)----- a
 - Absence for part of a day (see 11)----- P
 - Absence unexplained after 7 days or unjustified ----- A
 - Absence on official school business (absence not included in absence return)----- B
 - Absence due to suspension (absence included in absence return)----- E
 - Absence from home school due to attendance at a specialist education setting (absence not included in absence return) ----- H
 - Absence with leave – reason accepted by the Principal (absence included in absence return) -----L
 - Absence with approved exemption (absence not included in absence return)----- M
 - Absence owing to sickness or as a result of medical appointment (absence included in absence return)----- S
- No codes other than **X, a, P, A, S, L, E, M, B, or H** are to be used in marking the roll.
- The symbol '**B**' is used where a student is absent from the school site on official school business. This may include work experience, school sport (regional and state carnivals), and school excursions.

10. Under Section 25 of the *Education Act 1990*, the Minister may grant a Certificate of Exemption. This power is delegated to Principals (subject to the *Guidelines for Exemption*), in relation to granting of an exemption from school attendance for periods totalling up to 50 days in a 12 month period for any one student. An **M** should be recorded for the day.
11. Absences on an occasion (i.e. part of a day) or unjustified lateness or fractional truancy is shown by placing '**P**' next to '**a**' in the day's column against the name of the student when the absence is determined. When the reason for the part absence is determined, either **A, S, L, E, M** or **B** is to be placed above the '**a**', for example:

A S L E M B
 Pa Pa Pa Pa Pa Pa
12. Details of Partial Absences i.e. times and reason are to be recorded as "Notes" in the spreadsheet cell. Partial absences (Pa) are not included in tallies of absence returns.
13. The number of absences for each student are to be counted and recorded at the end of each term. Exemptions (**M**), official school business (**B**), absence from home school due to attendance at a specialist education setting (**H**) and partial absences (**Pa**) are not to be included in tallies and Absence Returns.
14. Details of Absences i.e. reasons are to be recorded as "Notes" in the spreadsheet cell. Confidential notations should not be included.

General Notes

- a) Staff members responsible for the Roll class need to ensure all absence notes are written in pen, signed and dated by a parent and/or guardian. Such notes represent confidential information and need to state: Student's name, date/s of absence, reason for absence.
- b) If a student does not provide a note following their absence, a 'Student Absent' form (obtainable from the office) is sent home, filled in with the dates of days absent for the parent and/or guardian to fill in and return.
- c) For over three (3) days of unexplained absences, the Principal is notified who will in turn contact the parents in an appropriate manner to seek clarification.
- d) If the identified attendance issue is unresolved and unsatisfactory the Principal will inform the School Board. The Board will in turn take the necessary action, including the contacting and informing of the appropriate government authorities.
- e) When a student leaves or graduates from the school and the destination of that student (under fifteen years of age) is unknown, the school will notify the Department of Education and Training Officer with home school liaison responsibilities of the student's name, age and last known address.
- f) The Attendance Register must be available for inspection during school hours by a Board 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 - *Education Act 1990 section 24 (2)*

EXEMPTION POLICY STATEMENT

Where the parents of a student of compulsory school age seeks an exemption from attendance at school or an exemption from enrolment, the school will process the parent's application in accordance with the guidelines from NSW Department of Education and Communities.

Procedure

- Parents will submit the application and supporting documentation, where requested, to the school Principal (Appendix B).
- The school will send applications for over 100 days in a year to the Minister's delegate at the Student Welfare Directorate, NSW Department of Education and Communities.
- Applications for under 100 days in a year or a request to leave school to undertake an apprenticeship or traineeship, will be considered by the school.
- The Principal will consider the application in accordance with the criteria in the Guidelines from the NSW Department of Education and Communities.
- Where the application is supported, the Principal will provide the original exemption certificate to the parent/s (Appendix C).
- Where the application is not supported, the Principal will notify the parents in writing of the unsuccessful outcome using the format from the Guidelines.
- Copies of the application and exemption certificate or notification are kept on the student's file.
- The Minister's delegation and copies of exemption certificates should be filed in the School's attendance records.

ATTENDANCE REGISTER CODES

Note: Day of attendance is to be marked with an 'X'.	
Symbols to be used where students are absent from school.	
Symbol	Meaning
a	The student was absent on that day.
Pa	The student was late or was absent for part of a day. The time of arrival or departure must be recorded.

Symbols to be used for explanation of student absence	
Note: The following symbols should be recorded above the a or Pa symbol as appropriate.	
Symbols to be used where students are absent from school.	
Symbol	Meaning
A	The student's absence is unexplained or unjustified. This symbol must be used if no notice has been provided by parents within seven days of the occurrence of the absence.
B	The student is absent from the school on official school business. This symbol is recorded where the principal approves the student leaving the school site to undertake: <ul style="list-style-type: none"> - work experience - school sport (regional and state carnivals) - school excursions.
E	The student was suspended from school.
F	Year 11 or 12 student participating in flexible timetable not present because they are not required to be at school. Or Student who has <u>completed Year 10 but is below the age of 17 years</u> participating in: <ul style="list-style-type: none"> - approved education or training, or - if the child is of or above the age of 15 years-paid work or a combination of approved education or training and paid work.
H	The student is attending two or more education settings for a period of time (shared enrolment). This symbol is recorded where a student accesses a specialist educational setting on a sessional or full-time basis in line with the School Policy.

	<p>The symbol is recorded where a student accesses education settings separate to their mainstream school such as:</p> <ul style="list-style-type: none"> - tutorial centre or programs - behaviour schools - juvenile justice - hospital schools.
L	<p>Principals may record up to 15 days in a school year for students of compulsory school age who have provided an explanation of the absence which has been accepted by the principal. Additional days for students not of compulsory school age may be recorded at the principal's discretion. This symbol is recorded where a student's absence is due to reasons accepted by the principal. This may be due to:</p> <ul style="list-style-type: none"> - misadventure or unforeseen event - participation in special events not related to the school - domestic necessity such as serious illness of an immediate family member - attendance at funerals - recognised religious festivals or ceremonial occasions.
M	<p>The student was exempted from attending school. See Guidelines for Exemption from Attendance at School.</p>
S	<p>The student's absence is due to sickness or as the result of a medical appointment. In these cases:</p> <ul style="list-style-type: none"> - a medical certificate is provided or - the absence was due to sickness and the principal accepts this explanation. Principals may request a medical certificate in addition to explanations if the explanation is doubted or the duration of the absence is more than four days.

APPENDIX B



A.G.B.U. ALEXANDER PRIMARY SCHOOL
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Application for Exemption from Attendance at School
To be completed by the student's parents

Student Details

Family name: _____ Given name(s): _____

Age: _____ Date of birth: ____ (dd) / ____ (mm) / ____ (year)

Enrolment Registration Number (ERN): _____

Address: _____

Postcode: _____

School name: _____

Date of exemption applied for: ____ / ____ / ____ to: ____ / ____ / ____

Number of school days: _____

Reason for application for exemption:

Please tick:

Exceptional domestic circumstances	<input type="checkbox"/>
Other Exceptional Circumstance	<input type="checkbox"/>
Direction under Section 42D of the <i>Public Health Act 1991</i>	<input type="checkbox"/>
Employment in entertainment industry/participation in elite sporting event for short periods of time i.e. for one or two days, and at short notice	<input type="checkbox"/>

Please provide more detail about the reason for the application for exemption here:

NOTE: Where the reason for application for exemption includes long term travel arrangements of more than 20 school days, copies of travel documentation should be included with the application.

DETAILS OF PRIOR/CURRENT EXEMPTIONS (if applicable)

Date of prior/current exemption from: ____ / ____ / ____ to: ____ / ____ / ____

Number of school days: ____

Copy of Certificate of Exemption attached: (Please tick one box) Yes No

PARENT DETAILS

Family name: _____ Given name(s): _____

Address: _____

_____ Postcode: _____

Telephone number: _____ Relationship to student: _____

As the parent of the above mentioned student, I hereby apply for a Certificate of Exemption from attendance at school, under the *Education Act 1990*. I understand that if the exemption is granted:

- I am responsible for his/her supervision during the period of exemption
- the exemption is limited to the period indicated
- the exemption is subject to the conditions listed on the Certificate of Exemption
- the exemption may be cancelled at any time.

I declare the information provided in this application for a certificate of exemption is to the best of my knowledge and belief accurate and complete. I recognise that should statements in this application later prove to be false or misleading any decision made as a result of this application may be reversed. I further recognise that a failure to comply with any condition set out in the exemption may result in the exemption being revoked.

Signature of applicant/s: _____

Date: ____ / ____ / ____

APPENDIX C



A.G.B.U. ALEXANDER PRIMARY SCHOOL Ա.Գ.Բ.Ս. ԱԼԵՔՍԱՆՏԻ ՎԱՐՃԱՐԱՆ

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Certificate for Exemption from Attendance at School under Section 25 of the Education Act 1990

STUDENT DETAILS

Family name: _____ Given name(s): _____

Date of birth: ____ (dd) / ____ (mm) / ____ (year)

Address: _____

Postcode: _____

School name: _____ School's telephone number: _____

Date of exemption from: ____ / ____ / ____ to: ____ / ____ / ____

Reason for the exemption:

Conditions of the exemption (note: for a part day exemption the hours of program participation must be specified, including the plan to have the student attend school full time).

It has been explained to the parent of the above mentioned student that they are responsible for his/her supervision during the period of exemption.

The parent understands that this exemption is limited to the period indicated, acknowledges that the exemption is subject to the conditions listed and that the exemption may be cancelled at any time.

Name and position of delegate: _____

Signature of delegate: _____ Date: ____/____/____

This certificate has been issued without alteration and must be produced when requested by police or other authorised attendance officers.