

Attendance recording and reporting – procedure

Department of Education and Training

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Read this document with the Enrolment and attendance birth to year 12 policy, Attendance procedures, Intensive roll support guideline and the Enrolment and attendance enforcement procedure.

1. Summary

Under the *Education Act 2015* (the Act), principals of Northern Territory (NT) Government schools must ensure that an attendance register, in respect of all currently enrolled students, including students in early childhood education programs, is maintained each day that the school is open for instruction. This document outlines the procedures for recording and reporting student attendance.

Schools and the Department of Education and Training (department) use attendance data to:

- ensure the safety and wellbeing of students, including in emergency situations
- provide an evidence base for planning, developing, and monitoring attendance strategies aimed at improved attendance
- monitor individual students and initiate the department's enforcement processes
- provide evidence for enforcement under the Act.

2. Procedure

2.1. Marking student attendance

Student attendance must be recorded and entered daily into the department's mandated student administration system or approved compliant third-party program. Children attending Families as First Teachers must have their attendance recorded in accordance with the Families as First Teachers attendance recording procedures.

A teacher must record attendance at the following times during the school day:

- Preschool – account for children as they arrive and depart the preschool such as using a sign in or sign out process and complete the record of attendance within 30 minutes of the start of each session.
- Primary school – twice a day, within 30 minutes of the start of each session.
- Middle and senior school – at schools where students' attendance is recorded for each lesson, within 15 minutes of the start of each lesson, and at schools where attendance is recorded twice a day, am and pm, within 30 minutes of the start of each session.

All students present in class will be marked as Present (/ code). Absences should be marked as Un-notified Absence (U code) until a reason is provided. If a student arrives late to class, the un-notified absence must be changed to Late (L code).

If marking on a paper roll, in exceptional circumstances, schools, including schools with a teaching principal, must have local processes in place to ensure this information is entered to the department's mandated student administration system or approved compliant third-party program prior to the commencement of the next school day. In a homeland school, the week's attendance must be entered into the department's mandated student administration system or approved compliant third-party program by no later than close of business on the Friday of that week.

If there are exceptional circumstances where marking attendance has occurred or will occur outside of this timeframe, the principal should notify Student Attendance and Engagement Programs and Services (SAEPS).

2.2. Recording non-attendance

Principals must have local processes in place to resolve all absences marked as Un-notified Absence (U code), including contacting parents of children or children living independently, on the first day of an un-notified absence. Attempts to contact a parent or a child living independently as set out in the Attendance procedures must be recorded in the attendance notes field in the department's mandated student administration system or approved compliant third-party program as they occur.

An attendance code regarding a student's absence can be updated only when school staff receive notification from a parent, a student living independently, or an authorised person. Advice from a third party will not be considered as a notification unless this is approved by the principal. An attendance note must be added in the department's mandated student administration system or approved compliant third-party program, stating the reason why the attendance code has been updated and by whom. Notifications via email and handwritten notes must be filed in the Student Record Folders.

Where a student is absent for 2 weeks and no evidence is provided, the decision as to whether the attendance code will be updated in accordance with the reason provided is at the discretion of the principal. Any decisions about student absence must be recorded in the attendance notes field in the department's mandated student administration system or approved compliant third-party program.

2.3. Unmarked attendance

School staff must generate the unmarked registers report on a weekly basis to identify students categorised as 'not yet marked'. This is to ensure that attendance is recorded for all students.

2.4. Intensive support roll

The Intensive support roll (ISR) allows the department to carefully monitor and support students who are chronically disengaged from education.

Where a student has recorded 20 consecutive school days of Un-notified Absence (U code) and or Unacceptable Reason (X code) and the school has not received notification that the student is enrolled in another school, the student's name must be moved to the ISR. Once a student has been placed on the ISR, the principal or nominated staff member must notify the Student Attendance and Engagement team in their region.

Students on the intensive support roll are not counted as enrolments and their attendance is disregarded when calculating school attendance.

Full provisions relating to the ISR, including placing a student on the ISR and removing a student from the ISR, are outlined in the Intensive support roll guideline.

2.5. Dual enrolments

For dual enrolments, principals must ensure:

- the school recorded as the student's main school is the school that provides main responsibility for curriculum delivery to the student and reporting on their academic progress
- the other school or schools the student attends are listed as subsidiary schools

- the main school marks the student as Attendance Not Required (B code) when the student is attending a subsidiary school or a flexible education program. The subsidiary school records student attendance using an appropriate code according to the student's attendance status
- student enrolment and attendance data are provided back to the main school on a weekly basis
- education, training and wellbeing related information is collated and shared between schools.

3. Providing attendance reports to parents and external agencies

3.1.1. Parents

A parent can request their child's attendance data from a school at which their child is currently enrolled or has been previously enrolled. Attendance data can only be released to a parent identified in the department's mandated student administration system or who can provide evidence of parental responsibility. A parent is not required to inform the school of their reasons for requesting attendance data. If a parent identifies errors in attendance data and has reasonable evidence to support that claim, the matter will be resolved at the discretion of the principal.

3.1.2. External agencies

An agency external to the department may request individual student attendance data. When considering requests, school and department staff must comply with the *Information Act 2002* and the Data access policy.

NT Government officers from the Department of Children and Families or the NT Police Force, can request information under the *Care and Protection of Children Act 2007*.

For further information, please contact the following area:

Business Unit	Email
Strategic Reporting and Performance	stats.det@education.nt.gov.au
Student Systems team	sams.det@education.nt.gov.au
Student Attendance and Engagement Programs and Services	se.doe@education.nt.gov.au
Early Childhood Program Attendance System (ECPAS)	earlychild.det@education.nt.gov.au

4. Roles and responsibilities

4.1. Teachers and school staff

Teachers and school staff must:

- record attendance information in the department's mandated student administration system or approved compliant third-party program on a daily basis. Attendance from the approved compliant third-party program must be transferred on a daily basis to the department's mandated student administration system
- ensure all correspondence with parents and all other relevant documentation is filed in the Student Record Folder.

4.2. Principals, including teaching principals

Principals, including teaching principals must:

- ensure that school staff understand department policies and procedures, school processes, and their individual roles and responsibilities in relation to attendance recording and reporting
- ensure that school staff are trained in the use of the department's mandated student administration system and, where relevant, the approved compliant third-party program
- ensure accurate attendance records are entered daily, or as soon as practicably able where access to internet inhibits, and are maintained in accordance with legislation and department policies and procedures
- ensure all correspondence with parents and all other relevant documentation is filed in the Student Record Folder
- notify the Student Attendance and Engagement team in their region when a student has been placed on the Intensive Support Roll.

4.3. Senior Directors Education

Senior Directors Education will manage schools' compliance with legislative requirements and department procedures for attendance recording and reporting.

4.4. Student Attendance and Engagement Programs and Services

Student Attendance Engagement Programs and Services must:

- provide advice to principals and school staff regarding the appropriate use of attendance codes in the department's mandated student administration system
- monitor the ISR to support schools as appropriate.

4.5. Student Systems Team, Department of Corporate and Digital Development

Student Systems Team, Department of Corporate and Digital Development will provide training and support in the use of the department's mandated student administration system.

4.6. Strategic Reporting and Analysis

Strategic Reporting and Analysis must:

- collate the department's official enrolment and attendance data in week 4 and week 8 of each term
- provide direction and support to schools to validate enrolment and attendance data
- facilitate schools to ensure data quality.

5. Definitions

Refer to the Enrolment and attendance policy suite definitions

6. Related legislation and policy

6.1. Legislation

Care and Protection of Children Act 2007 – <https://legislation.nt.gov.au/Legislation/CARE-AND-PROTECTION-OF-CHILDREN-ACT-2007>

Education Act 2015 – <https://legislation.nt.gov.au/Legislation/EDUCATION-ACT-2015>

Information Act 2002 – <https://legislation.nt.gov.au/en/Legislation/INFORMATION-ACT-2002>

6.2. Policy

Data access policy – https://education.nt.gov.au/policies/conduct#data_access

Enrolment and attendance birth to year 12 policy suite and definitions -
<https://education.nt.gov.au/policies/student-enrolment>

Enrolment and attendance enforcement procedures –
<https://education.nt.gov.au/policies/student-enrolment/enrolment>

Families as First Teachers attendance recording procedures – <https://education.nt.gov.au/policies/early-childhood-education-and-care>

Intensive support roll guideline - <https://education.nt.gov.au/policies/student-enrolment#intensive>

Acronyms	Full form
ISR	Intensive support roll
NT	Northern Territory
SAE	Student Attendance and Engagement
SAEPS	Student Attendance and Engagement Programs and Services

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2	May 2023	Student Engagement Programs and Services	Template and information updated
3	August 2024	Student Engagement Programs and Services	Terminology update from Passive Form to Intensive Support Roll
4	July 2026	Student Attendance and Engagement Programs and Services	Template updated and minor amendments.