

STANDARD RESPONSES TO ATTENDANCE FREQUENTLY ASKED QUESTIONS DURING COVID-19 PANDEMIC

1. How do we record attendance at a school that is completely closed during the COVID-19 pandemic?

Record these as [non-school days](#) and exclude from any attendance calculations

2. How do we record attendance in schools that are open, but the Premier/Prime Minister have encouraged families to keep their children at home where possible?

Students who attend school are marked as present. Students who stay home and provide reasonable evidence¹ of participation remotely are to be marked as present. Students who stay home and do not provide reasonable evidence¹ of participation remotely are to be marked as absent.

3. How do we record attendance of students in schools that have moved classes online during the pandemic?

Students who provide reasonable evidence¹ of participation remotely in the online class are to be marked as present. Students who do not provide reasonable evidence¹ of participation remotely in the online class are to be marked as absent. Students who attend school to participate in the online class are to be marked as present.

4. How do we record the attendance of a student who is self-isolating due to an existing immunodeficiency condition?

To be marked as an explained absence unless the student provides reasonable evidence¹ of participation remotely whilst self-isolated, in which case they are marked as present.

5. How do we record the attendance of a student who is self-isolating due to a household resident in a high-risk category?

To be marked as an explained absence unless the student provides reasonable evidence¹ of participation remotely whilst self-isolated, in which case they are marked as present.

6. How do we record the attendance of a student who is self-isolating as they have been in contact with a confirmed person who has COVID-19?

To be marked as an explained absence unless the student provides reasonable evidence¹ of participation remotely whilst self-isolated, in which case they are marked as present.

7. How do we record the attendance of a student who is in quarantine because they have been tested positive for COVID-19?

To be marked as an explained medical absence.

¹ Reasonable evidence can consist of many forms including a return of schoolwork in either paper or online form, participation in an online classroom or the teacher doing a roll call in another form of virtual way.