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**ATTENDANCE AT MUSIC LESSONS POLICY**

**Responsibility of:** Northern Territory Music School Principal, Assistant Principal, all teachers

**Effective date:** July 2020

**Next review date:** Term 4 2020

1. **RATIONALE**

It is vital for student learning that the maximum number of lessons offered are attended. This policy ensures consistency and allows a mechanism for access to lessons by students who may be on a waiting list should enrolled students forfeit their place in the program through non-attendance without reasonable grounds.

1. **POLICY**

This policy outlines the expectations of attendance by students and teachers and the process to be followed by Northern Territory Music School teachers when removing an enrolled student from the instrumental program, due to non-attendance

* 1. Students are expected to attend all lessons offered unless they are absent from school.
	2. Teachers are expected to record all attendance on a daily basis in GradeXpert.
	3. Students may miss a lesson with notification or be ‘out of class’ for a school excursion or other approved event beyond the student’s control, without penalty.
	4. If a student misses *one* lesson without notification, the teacher will contact the host school Music Liaison Teacher (and/or confirm with other school staff, such as a member of the school administration) at the client school to discuss the reasons for non-attendance. This is recorded in GradeXpert with the appropriate attendance code.
	5. If, after discussion with the Music Liaison Teacher in the relevant school, the student misses a *second* consecutive lesson without notification or reasonable explanation, the teacher will contact the parent/guardian of the student to discuss the absences and this policy via email or phone contact.
	6. If a *third* consecutive lesson is missed with no reasonable explanation, the student is removed from the roll and the program after a final email or phone contact with the parent by the Assistant Principal or Regional & Remote Team Manager.
	7. A student can only be removed from the roll for non-attendance at lessons if either:
* The steps outlined from 2.4 to 2.6 are followed and parent contact has made, or
* It has been established or it is believed on reasonable grounds the student has enrolled in another school, or
* It has been established or it is believed on reasonable grounds the student no longer resides in the Northern Territory, or
* Attempts to contact parents/guardians by email and phone have failed.
	1. Students can also be removed from the roll, after consultation with the Assistant Principal, if they fail to bring the appropriate equipment with no reasonable explanation or there is no parent response to contact attempts.
	2. When a current student is removed from the roll, the student should be withdrawn via GradeXpert using the ‘notes’ function. Notification should be forwarded via a note to the administration team members responsible for GradeXpert and the appropriate direct line manager (Assistant Principal or Regional & Remote Team Manager)
	3. Once a student has been removed from the program they will not be eligible for re-enrolment until the commencement of the following school year, subject to availability.
1. **BUSINESS NEED**

Clear processes will ensure consistency across schools in removing students from the instrumental program and accurate data management of student enrolment in Instrumental Music.

1. **RESPONSIBILITIES**

Compliance with this policy at the Northern Territory Music School is the responsibility of the individual Instrumental Music Teacher. It is the Principal’s responsibility to ensure that Instrumental Music Teachers comply with this policy.

The NTMS School Principal reserves the right to discretionary waiver under special circumstances that may be negotiated by client school principals.

1. **DEFINITIONS**

**Teacher:** includes all teachers who are employed through the Northern Territory Music School to instruct students in instrumental music lessons.

**Music Liaison Teacher:** is the person or persons nominated by a school to be the liaison between the Northern Territory Music School and their school.

1. **POLICY FRAMEWORK**

Northern Territory Music School Policies and Procedures

1. **REVIEW**

This policy will be reviewed annually by the Northern Territory Music School Leadership Team.

**Attendance Policy\_ Appendix A:**

**ATTENDANCE CODES**

All NTMS staff are expected to keep daily up to date attendance records for all lessons and ensemble students on GradeXpert.

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| **Code** | **Explanation of Code** |
|  | Present  | Student was present at the lesson. |
|  | Late | Student was late to the lesson. |
|  | Not at school | Teacher notified by school or parent that student is away from school.Explanatory note must be recorded in attendance roll comments box. |
|  | Absent | Student not at lesson. Default until notification from parent or school.Explanatory note must be recorded in comments box. |
|  | Out of lesson | Teacher notified by school or parent that the absence was due to a school excursion, test, or other school requirement beyond the student’s control.Explanatory note must be recorded in comments box. |
|  | Music School No Lesson | Lessons not offered by NT Music School due to an event, no available relief teacher or a public holiday.Explanatory note must be recorded in comments box. |
|  | Host School No Lesson | Lessons not offered by the host school due to an event or pupil free day.Explanatory note must be recorded in comments box. |
|  | Completed/Not Placed | Students finished the year early (Year 11 or 12) or are timetabled later in the term. To be used for weeks that are either before or after a student’s placement in our program. |

Note: A check of GradeXpert data will be conducted in Week 5 and Week 10 of each term to assist with attendance follow up.