

## 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 evidence<sup>1</sup> of participation remotely are to be marked as present. Students who stay home and do not provide reasonable evidence<sup>1</sup> 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 evidence<sup>1</sup> of participation remotely in the online class are to be marked as present. Students who do not provide reasonable evidence<sup>1</sup> 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 evidence<sup>1</sup> 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 evidence<sup>1</sup> 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 evidence<sup>1</sup> 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.*

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<sup>1</sup> 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.