

ATTENDANCE AT MUSIC LESSONS POLICY

Responsibility of: Northern Territory Music School Principal, Assistant Principal, all teachers
Effective date: October 2025
Next review date: Term 4 2026

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.

2. POLICY

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

- 2.1 Students are expected to attend all lessons offered unless they are absent from school.
- 2.2 Teachers are expected to record all attendance on a daily basis in Xuno.
- 2.3 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.
- 2.4 If a student misses *one* lesson without notification, the NTMS teacher will follow up the absence with the partner school to confirm the student is absent or the reason for the missed lesson. This is then recorded in Xuno with the appropriate attendance code and an accompanying note.
- 2.5 If, the student misses a *second* consecutive lesson without notification or reasonable explanation, the teacher will contact the partner school liaison teacher and the parent/guardian of the student to discuss the absences via email or phone contact and add accompanying notes to Xuno.
- 2.6 If a *third* consecutive lesson is missed with no reasonable explanation, the teacher will attempt to contact the parent one final time and add accompanying notes to Xuno. If no further response is gained the teacher alerts the Assistant Principal and the student will be removed. The partner school liaison teacher is also notified.
- 2.7 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, parent contact has been made, and notes recorded in Xuno

- 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.
- 2.8 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 and there is no parent response to contact attempts.
- 2.9 When a current student is removed from the roll, the student should be withdrawn via Xuno. Notification of student withdrawals should be emailed to administration team members responsible for student management and the Assistant Principal.
- 2.10 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.
- 2.11 Attendance checks will take place in Week 5 & Week 10 of each term by the administration team to ensure this policy is being followed and to support teachers with administrative loads associated with attendance and withdrawals.
- 2.12 This policy also relates to attendance at ensembles both in school and after school.

3. BUSINESS NEED

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

4. RESPONSIBILITIES

Compliance with this policy at the Northern Territory Music School is the responsibility of the individual NT Music School Teacher. It is the Principal's responsibility to ensure that teachers comply with this policy.

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

5. DEFINITIONS

Teacher: includes all teachers who are employed through the Northern Territory Music School to instruct students in instrumental, voice and ensemble lessons.

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

6. POLICY FRAMEWORK

Northern Territory Music School Policies and Procedures

7. 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 after school ensemble lessons on GradeXpert.

Code		Explanation of Code
	Present	The student was present at the lesson.
	Late	The student was late to the lesson. The student is still counted as 'present' in attendance calculations. Lateness is recorded for duty of care and to monitor frequency of lateness.
	Not at school	The teacher is notified by the school or parent that the student is away. Explanatory notes must be recorded in Xuno.
	Absent	The student was not at the lesson. This is the default code used unless notification is received from the parent or school that the student had a valid reason for non-attendance. Explanatory notes must be recorded in the comments box in Xuno.
	Out of lesson	The teacher is notified by the school or parent that the absence was due to a school excursion, school requirement, or another school event beyond the student's control. Explanatory notes must be recorded in Xuno.
	Music School No Lesson	Lessons were not offered by the NT Music School due to an NTMS event, teacher absence or a public holiday. Explanatory notes must be recorded in Xuno.
	Host School No Lesson	All lessons were cancelled by the host school due to a school event or pupil free day. Explanatory notes must be recorded in Xuno.
	Completed/Not Placed	To be used for weeks that are either before or after a student's placement in the program. Examples include when students finish the year early (Year 11 or 12) or do not commence lessons at the beginning of the year or the term. Explanatory notes must be recorded in Xuno.