ATTENDANCE POLICY

The College regards attendance at school as a priority for its students. Special records are kept of student attendance at all major school functions, as well as normal daily attendance. Parents/guardians are made aware at the enrolment interview of the importance of attendance and the expectations to be met in regards to major school functions. Attendance at all school functions is the shared responsibility of the school, parents/guardians and students. Each has specific procedures that need to be adhered to in order to ensure best practice in monitoring student attendance. From 2012 the College will begin electronic attendance data collection. This policy is set out with guidelines for all stakeholders to follow.

1. School responsibilities

1.1 Each student will be recorded electronically as present or absent at the time of morning homeroom by the designated Homeroom teacher who then submits it electronically to the front office.

1.2 The daily list of absences is processed by the Attendance Officer using the 2012 Roll Codes in the following process:
   1.2.1 the absentee list is checked against phone calls from parents indicating their son’s absence;
   1.2.2 unexplained absences are followed up with a text message which is sent to the parent(s) mobile phone (10.15am of the day of the absence) informing them of the absence and requesting that they ring the school immediately.
   1.2.3 if there is no response then the Office will ring the parents. This contact is to establish clarification of the status of the student at that time.
   1.2.4 if the Office is unable to contact the parents then the appropriate Year Coordinator and Deputy Headmaster are informed and they will endeavour to contact the parents; all instances of students being late to school will be recorded electronically.

1.3 A record of attendance is to be kept by the College electronically (Sentral Data Base) and in hard copy form. This record is to be in accordance with the NSW Department of Education guidelines and the procedures as outlined by the Catholic Education Office Sydney (Student Attendance in NSW Catholic Systemic Schools Procedures – 2012). It will be checked and signed off that it is true and accurate every fortnight by the Student Welfare Coordinator who is the delegated school executive for the Headmaster. Once signed, this hard copy becomes the official record of attendance and must not be amended.

1.4 The College will conduct a second roll call at the beginning of period 6 each day (except Thursday). Each teacher of a period 6 class is to notify the front office by way of electronically submitting the roll of any students who are absent from their class. This information is to be forwarded to the front office no later than 2:45pm.

1.5 The Attendance Officer will then check for any irregularities in the attendance information taken from the morning roll call. Should there be any irregularities detected, the relevant Year Coordinator and the Student Welfare Coordinator will be notified. In those cases where a student is presumed missing every endeavour that is practicable will be made to notify a parent/guardian of the student.

1.6 On Thursday afternoon it is the responsibility of the staff supervising the sports activity to keep an accurate roll of those students attending.

1.7 The folder with the ten day attendance records will be kept in the front office. A log of all phone calls (incoming and outgoing) will be maintained by the Attendance Officer and will also be kept in the front office.
1.8 The Student Welfare Coordinator maintains a separate record of the absences of senior students.

1.9 The College has a sign in/out kiosk at the front office (as well as outside the Student Welfare Coordinator’s office) for any student that is leaving the school for any part of the day. All students must swipe there ID card to sign in/out.

1.10 The College will endeavour to encourage attendance at all school functions through a range of incentives implemented throughout the year.

2. Parent/Guardian responsibilities

2.1 When a student is to be absent from school the parent/guardian must telephone the College on 9398 8009 before 8:30am and notify the Office of the student’s absence.

2.2 If no phone call has been made the parent will be sent a text and the parent must respond to this text with a phone call to the Office. Students in the senior school are required to provide a medical certificate to the Student Welfare Coordinator for each absence.

2.3 In the event of an extended period of absence (more than two days), the parent/guardian is to notify the Year Coordinator of the likely length of the student’s absence. This is to provide the opportunity for the Year Coordinator to liaise with the student’s teachers regarding any class or assignment work that needs to be undertaken where possible.

2.4 In the event of a student requiring leave for part of a day, the parent/guardian will notify the Year Coordinator in writing of the circumstances that will necessitate leave for part of the day. This written notification is to accompany the student seeking leave and should be presented to the Year Coordinator before period 1 on the day the leave is scheduled to take place. This allows the Year Coordinator the opportunity to clarify if necessary, the reasons for such leave to be granted.

2.5 On those occasions where extended leave is sought (more than part of a day), the parent/guardian must apply in writing (Exception from Attendance Leave Form) to the Headmaster. The application should clearly state the reasons for such leave and needs to establish that all reasonable alternative arrangements regarding the student’s class and assessment responsibilities will be met. It is custom and practice at the College that such requests be forwarded to the Headmaster well in advance, ideally at least two weeks before the intended leave.

3. Student responsibilities

3.1 It is the student’s responsibility to present themselves to the Homeroom teacher at the start of the homeroom period in order to be marked as present.

3.2 In the event that the student is late to school (which means arrival after 8:45am) they must present themselves to the Student Welfare Coordinator to sign in late. Any student who arrives to school after period 1 must report to the front office to sign in. If the student does not sign in when arriving late they will be marked as absent.

3.3 Senior students must provide a medical certificate to the Student Welfare Coordinator for each absence. Students who don’t provide a medical certificate may be stood down from classes.

3.4 In the event that leave for part of the day is sought, the student must notify the Year Coordinator in person before period 1 on that day with the accompanying note from their parent/guardian. It can be assumed that if a student has not notified the Year Coordinator before classes start it may well not afford the Year Coordinator the opportunity to address the leave request as class and other commitments take place from that point forth in the day.

3.5 If leave has been granted the student will receive confirmation of this with the signature of the Year Coordinator on a leave pass. When the agreed time of leave arrives the student must firstly notify their classroom teacher by providing the signed leave pass. Before leaving the College the student must show a staff member at the front office their leave pass and swipe out.
3.6 It is understood that once a student has left the College for reasons of leave that they are going directly to that place that has necessitated the leave.

3.7 It is assumed at all times that the student communicate all attendance matters firstly to their Homeroom teacher.

3.8 Every student is to ensure that any relevant correspondence regarding attendance be present to their Homeroom teacher.

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