ATTENDANCE POLICY

The College regards attendance at school as a priority for its students. Records are kept of student attendance at all major school functions as well as the daily attendance requirements. 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 the students. Each has specific procedures that need to be adhered to in order to ensure best practice in monitoring student attendance. This policy is set out with guidelines for all stakeholders to follow.

School responsibilities

1. Each student will be recorded as present or absent at the time of morning homeroom by the designated Homeroom teacher.
2. A record of this information is to be kept by the Homeroom teacher in the class roll. This record is to be in accordance with the NSW Department of Education Reform Act 1990 guidelines.
3. The daily list of absences is then to be forwarded to the front office where it can be processed by the Attendance Officer.
4. The Attendance Officer will enter all absences following the procedures as outlined by the Catholic Education Office Sydney using the SAS database system.
5. The Attendance Officer will then contact by telephone all parents/guardians of those students who have not made contact with the school and are marked as being absent. This contact is to establish clarification of the status of the student at that time.
6. 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 in writing the front office of any students who are absent from their class. This information is to be forwarded to the front office no later than 2:45pm.
7. 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 or his/her representative 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.
8. The Student Welfare Coordinator maintains a record of the absences of senior students.
9. On Thursday afternoon it is the responsibility of the staff supervising the sports activity to keep an accurate roll of those students attending.
10. The class roll will be kept in the front office.
11. The College has a leave sign out book at the front office for any student that is leaving the school for any part of the day. This leave book will be a part of the afternoon roll check conducted by the Attendance Officer.
12. The College will endeavour to encourage attendance at all school functions through a range of incentives implemented throughout the year.
**Parent/Guardian responsibilities**

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 of the student’s absence.

2. The parent/guardian will provide a written note confirming the day/days of absence of the student. This note is to accompany the student on the first day that the student returns to school. This note is to be written in the relevant section of the student diary.

3. Students in the senior school are required to provide a medical certificate to the Student Welfare Coordinator for each absence.

4. In the event of an extended period of absence (more than two days), the parent/guardian is to notify the Year Coordinator or his/her representative 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.

5. 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.

6. On those occasions where extended leave is sought (more than part of a day), the parent/guardian must apply in writing to the Headmaster. This application should clearly state the reasons for such leave and needs to establish that all reasonable alternative arrangements regarding the students 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.

**Student responsibilities**

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.

2. In the event that the student is late to school (which means arrival after 8:45am) they are to present themselves to the Student Welfare Coordinator to sign in late. If the student does not sign in when arriving late they will be marked as absent.

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.

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.

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 then sign out in the book provided.

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.

7. It is assumed at all times that the student communicate all attendance matters firstly to their Homeroom teacher as they are responsible for the class roll.

8. Every student is to ensure that all relevant correspondence regarding attendance be presented to their Homeroom teacher.

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