



# ATTENDANCE

## 1.0 Purpose

- 1.1 To ensure students attend school on a regular basis and receive and benefit from a continuous educational program.
- 1.2 To develop in the college community a culture that values all educational activities.
- 1.3 To provide a process by which student attendance/absence is monitored and improved.
- 1.4 To provide clear guidelines and expectations regarding student attendance and the successful completion of programs.

## 2.0 Guidelines

- 2.1 Students should have a legitimate excuse for being absent from school.
- 2.2 Students should attend Homegroup and all scheduled classes unless they are participating in authorised activities such as excursions, sports team, college cultural activities or if they have been suspended.
- 2.3 Teachers organising activities such as the above should publish a list of participating students well before the activity.
- 2.4 The college should ensure parents are adequately informed of student free days.
- 2.5 Students and parents should be made aware of the significant link between regular attendance and student achievement.
- 2.6 Home Group teachers should mark students present at Home Group meeting each day.
- 2.7 Teachers should keep an accurate record of students attending each of their lessons.
- 2.8 Students should provide a note to explain each absence. This should be handed to the Homegroup teacher the day after the absence using the formatted note in the student diary.

## 3.0 Implementation

- 3.1 Students must attend 100% of school days or have a valid reason for non-attendance such as illness.
- 3.2 If a student in Years 7 – 12 is absent for more than 5 days of unapproved absences per semester, he/she will automatically fail all subjects.
- 3.3 Absences with a doctor's certificate, part day absences approved by the First Aid staff and suspensions will not count as part of the 5 days.
- 3.4 Students in Years 7 – 12 will be permitted a maximum of 5 days (full or part days) per semester for illness or family trauma.
- 3.5 Unauthorised absences from class will be included as part of the 5 days. All students need to note that two lates will equal an absence from a class. Attendance at Homegroup is expected every day.
- 3.6 All absences will need to be supported by a telephone call and a note on the appropriate form in the Student Diary.
- 3.7 The school will set up a dedicated phone line through which parents must ring before 9am to authorise a student absence.
- 3.8 On the day of the absence, if the school has not been notified by 9am, parents will be contacted.
- 3.9 Parents will need to negotiate with the Principal if a student is going to have an extended absence such as an overseas trip.
- 3.10 Teachers will report absences that occur during the day to the Year Level co-ordinator or Sub School Manager.
- 3.11 The school will contact parents if a student is at risk of failing due to non attendance.
- 3.12 The school will provide an update of absences at the end of Terms One and Three.
- 3.13 If a student fails subjects due to non attendance, he/she and parents will be required to attend an interview.
- 3.14 The school will inform parents and students of the requirements of this policy.

## 4.0 Evaluation

- 4.1 The policy will undergo cyclic minor and major evaluation.
- 4.2 Both minor and major evaluation will follow the evaluation procedures outlined in the College Evaluation Policy.

