

ST EUPHEMIA COLLEGE

K-12



SCHOOL ATTENDANCE

POLICY

2014

1. Policy Statement

Under the NSW Education Act, schools are required to ensure that individual students meet certain attendance standards. This includes mandatory attendance for students under 17 years of age unless exemptions are applicable.

Regular attendance at school is essential if students are to maximise their earning potential.

2. Applicability

This policy applies to all staff, students, parents and caregivers of St Euphemia College.

3. Context/Rationale

It is a legal requirement of the Education Act 1990 that children between the ages of 6 and 17 attend school.

4. Roles and Responsibilities

Responsibility of the Principal's/Delegated Authority

The Principal/Delegated Authority is expected to:

- provide clear information to students, parents and caregivers regarding attendance requirements and the consequences of unsatisfactory attendance
- ensure that accurate records of student attendance are maintained in an approved format
- ensure that all cases of unsatisfactory attendance and part or full day absences from school are investigated promptly and that appropriate intervention strategies are implemented
- ensure that school personnel are provided with information on attendance requirements and their obligation to monitor and promote regular attendance to school
- ensure that staff accurately record the attendance of each student
- access the mandatory reporters section of the Keep Them Safe website: www.keepthemsafe.nsw.gov.au if the students have been absent for more than 30 days and determine whether a report is required whereby a student has been absent for more than 30 days
- report to the DEC officer with Home School Liason responsibility (using the form on RANGS) where the destination of a student is unknown.

Responsibility of the High School Administration Coordinator

The High School Administration Coordinator is expected to:

- ensure that student attendance is accurately recorded
- maintain the ChronARCH Roll Call system
- provide documentation, data and statistical analysis on student attendance.

Responsibility of the Director of Primary

The Director of Primary is expected to:

- ensure that student attendance is accurately recorded
- provide documentation, data and statistical analysis on student attendance.

Responsibility of the Attendance Assistant

The Attendance Assistant - High School, is expected to:

- be the first point of contact for parents and caregivers for any matters relating to attendance
- advise parents and caregivers promptly when their children are absent from school without explanation
- ensure Unexplained Absence letters are issued to students or posted home if required
- collect and file any returned letters from parents and caregivers
- document interventions, strategies, home visits and phone calls and include these in student files
- identify and follow up student absences through analysis of attendance data
- scan late students to school and issue them with a late note
- on request from the Principal, contact the Home School Liaison Officer when a student's attendance record is causing concern
- sign out and issue students with a Leave Pass
- ensure that electronic attendance records are kept up to date.

Responsibility of the Teachers (7-12)

The teachers are expected to:

- collect their Roll Call folder before 8:20am every morning
- arrive punctually to their allocated roll call room
- scan each student and verify the ownership of student cards
- collect absentee explanation notes and place them in the Roll Call folder
- give each student any outstanding unexplained absence letters
- notify students of any important events and information
- distribute any documents as requested by the School
- direct late students to the School Office to be scanned
- teachers are to return Roll Call folders to the Attendance Assistant.

Responsibility of the Classroom Teachers (K-12)

The Classroom Teachers are expected to:

- promote and support regular attendance of students to class
- arrive punctually to their class
- maintain accurate records of student attendance
- monitor each student's attendance
- implement programs and practices to address attendance issues when they arise
- notify the School Office if any absent student cannot be accounted for
- organise work for students who are not able to attend School for acceptable reasons and for whom work is requested
- issue Unexplained Absence letter for students who have an unexplained absence (Primary).

Responsibility of the Students

Students are expected to:

- be punctual to school and roll call which begins at 8:30am (7-12) and 8:35am (K-6)
- be punctual to all classes and attend all classes
- attend school for the full time that instruction is provided unless illness, Principal approved leave or misadventure prevents their attendance
- provide timely written notification from parents or caregivers for any absences

- obtain written permission from home to leave early or start late
- be signed out by parents or caregivers before leaving the School
- follow School attendance procedures
- take responsibility for completion of work missed out due to non-attendance
- carry their Student ID card with them at all times (7-12)
- obtain permission from their teacher to leave class if they feel sick or need to go to the bathroom.

Responsibility of Parents and Caregivers

Parents and caregivers are expected to:

- ensure that their child attends school daily
- notify the School in the morning (telephone, email) when their child is absent
- provide written notification for their child's absences within 7 days of their absence
- provide a written explanation for lateness or early leavers
- arrange appointments and other commitments outside of school hours whenever possible
- work with the School to support student attendance
- apply for extended leave in advance.

5. Monitoring, Evaluation and Reporting Requirements

High School - The ChronARCH Roll Call computer system stores detailed information on student daily attendances. Student attendance history, absences, lateness and other statistical information can be immediately provided on request. Data from ChronARCH is backed up on a daily basis both internally and offsite by the High School Administration Coordinator.

Primary School - Rolls are checked by the Director of Primary fortnightly to ensure that procedures are being followed. Class rolls are to be submitted to the Primary Secretary at the conclusion of each year. These rolls are to be retained for 7 years after the last entry was made. Class rolls are photocopied and stored offsite by the Director of Primary School. These photocopies will be updated once a term.

The Principal, Director of Primary School, High School Administration Coordinator and Attendance Assistant will continue to monitor and evaluate the School's Attendance system.

6. Policy Review

This Policy will be reviewed and updated as required.