



Student Attendance Policy

Introduction

St Anne's College is a Catholic community welcoming all, inspired by a loving God, committed to faith, wisdom and learning.

Central to the mission of St. Anne's College is an unequivocal commitment to fostering the dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially

The Victorian Registration Standards (sch 4 cl 11) require that we must maintain a student attendance register in which the attendance at the College of any child of compulsory school age is noted at least twice on each school day, and any reasons given or apparent for the absence of the child from the College is noted.

BACKGROUND

The purpose of this procedure is to:

- **Raise attendance**
- **Improve punctuality**
- **Raise level of achievement**
- **Maximise opportunities both in school and in later life**

The whole school community takes responsibility for attendance in aiming to ensure that students understand the importance of excellent attendance to the continuity of their learning and to their overall success at school.

PROCEDURE

Reasons for absence

Parents and carers are asked to contact the class teacher at school via telephone if their child needs to be absent from school at the earliest possible opportunity. It is to be stressed throughout the procedure that a student should only be absent from school as an absolute last resort as continuous attendance is of the utmost importance to learning, attainment, achievement and overall success.

Authorised absence

Authorised absence means that the school has either given approval in advance for a pupil to be away, or has accepted an explanation offered afterwards as justification for absence.

Authorised absences include:

- Sickness (including seizures)
- Hospital appointments
- Dentist appointments
- Religious observance where a specified days is exclusively set apart for religious observance
- Clinic for essential medical appointments for the duration of the appointment only
- Funerals of close family members.

Medical and dental appointments should be arranged if possible, outside the school day.

Unauthorised absences

Unauthorised absence is where the school is not satisfied with the reasons given for the absence. If an absence is unauthorised and/or unexplained, the school will contact the parents for an explanation. Contact will be via a telephone call for each and subsequent unauthorised absence. Any absence considered not being a justified reason would remain unauthorised. A series of unauthorised absences will trigger a meeting with the Principal.

Where students have persistent unauthorised attendance problems the Principal will invite parents/carers into school to a formal meeting.

If any child has not been registered or the school has not been notified about a child's absence, the School office or Classroom Teacher will contact the parent/carer on the first day. If the parent notifies the school of a child's reason for absence, but the child continues to be absent for more than a week then an update check will be made by the school in the form of a telephone call. If the child continues to be absent then details will be passed to the Principal who will decide if further action is required.

Lateness

School starts at 8:55 am and rolls are taken by 9:30 am. Lateness is classed as any child coming into school after rolls have been taken. Lateness is monitored monthly. Where students have persistent lateness the Principal will investigate as to the reasons why and contact people as appropriate.

Throughout the year parents will be kept informed of school expectations and procedures through information, flyers and newsletters. The school will employ a range of strategies to encourage good attendance. Registers of all classes are kept and monitored by the office staff daily.

There is a log kept of all students who arrive late. There is a log kept of all students daily for whom no notification for absence has been received and of telephone calls made to parents.

Source of Obligation

The Victorian Registration Standards (sch 4 cl 10)(CECV Guidelines ref 4.6) require that we must make provisions to:

- monitor the daily attendance of each student enrolled at the College; and
- identify any absence of a student from the College including classes; and
- follow up any unexplained absences of a student from the College or classes; and
- notify any parent or guardian regarding a student's unsatisfactory school or class attendance; and
- record information regarding a student's unsatisfactory attendance at school or classes on their student file

The Victorian Registration Standards (sch 4 cl 11)(CECV Guidelines ref 2.4) require that we must maintain a student attendance register recording the attendance of students of compulsory school age (i.e. 6-17 years). An attendance register records any unexplained absences to ensure:

- the care, safety and welfare of students
- continuity of learning

An attendance register must record student attendance at least twice a day and record any given or apparent reason for student absences.

Daily Attendance Register

St Anne's College keeps a register of the daily attendance of all students at the College in electronic form. The register of daily attendance records the following information for each student:

- daily attendance
- absences
- reason for absence
- documentation to substantiate reason for absence

Attendance is checked at least twice a day, at

- 9:00am (pastoral group roll mark)
- 2:50pm (pastoral group roll mark)

Monitoring Daily Attendance

St Anne's College has implemented the following systems and procedures in order to monitor the daily attendance of students and identify absences from College or class.

Parents are responsible for ensuring that they notify the College to explain the absence of their children on any particular school day. Notification may be provided via email, by telephoning the College or by entering on the Parent Notified Absence section of PAM and should be made prior to the start of school.

Class teachers take the class rolls promptly at the commencement of the school day and during afternoon pastoral group time.

All absences are recorded absences using SIMON roll marking. They are then notified to administration and cross checked against the absentee notifications that have been provided to the College that day.

Where students are participating in courses provided by other providers, class teachers contact providers at the commencement and end of the day to ensure student attendance has been monitored by the provider.

It is the responsibility of the Principal to ensure that student daily attendance is being effectively monitored.

Following Up Unexplained Student Absences

St Anne's College has implemented the following systems and procedures in order to follow up unexplained absences from the College:

- Where an absence has not been explained by parents, an SMS Text message is forwarded to the student's parents notifying them of the absence and requesting them that they immediately contact the College. This notification is made on the same day, as soon as practicable, including for post compulsory students.
- Where the absence remains unexplained the matter will be reported to the Pastoral Group teacher for investigation and follow up.
- All information in relation to unsatisfactory attendance is recorded on students' files and information with respect to attendance is provided in each school report.
- The requirement to follow up unexplained absences is included in the role descriptions of identified staff. (administration)

Notification of Parents and Guardians of Unsatisfactory Attendance

St Anne's College has implemented the following systems and procedures in order to notify parents and guardians of unsatisfactory attendance.

- Where a student is unsatisfactorily absent from the college, the Pastoral Group teacher will contact the parents directly to seek an explanation and to remind the parents of their child's obligation to attend school.
- Where parents repeatedly fail to inform the college of absences the School leader will contact them directly seeking an explanation and to remind them of their obligation to report absences.

Parents and carers are regularly reminded to ensure that any changes to their contact details are communicated to the College.

Records of the Register of Daily Attendance

The register is retained indefinitely and copies of information in the register are stored off-site at regular intervals. The register is kept for each calendar year, and shows the twice-daily attendance checks and any reasons for absence.

School Attendance Guidelines

St Anne's College has referenced the information in the in the [Student Attendance Guidelines](#) in relation to the development of this policy.

Implementation

St Anne's College has set up a series of compliance tasks in [CompliSpace Assurance](#) to ensure that key obligations under the Victorian Registration Standards and CECV Guidelines are managed effectively.

Related Policies

Truancy

Policy Ratified: January 2020

Next Review date: January 2021