

**STUDENT ATTENDANCE PROCEDURE****RATIONALE**

To ensure the regular, daily attendance of all enrolled students other than when sick, injured or on school-approved leave.

To adopt practices that actively encourage attendance and discourage truancy.

**STRATEGIES**

1. Student attendance recorded at each period and at morning Chapel. Class roll books/student management system (SMS) will be marked at these times to show presence, absence or lateness. Roll returns completed for the attendance officer.
2. Students seeking absence for part of a day must gain approval for such absences in advance. Requests supported by a note from a parent.
3. Names of absentees, latecomers and part-day absentees will be entered daily when students sign in or out through the school office.
4. Strategies to encourage attendance (such as rewards or involvement in teams) used where appropriate.
5. Teachers will be responsible for checking general classroom attendance.
6. At all times, staff responsible for a student's absence from a general class for interviews, field or sport trips must advise the student's teachers of this eventuality.
7. Class teachers concerned about the legitimacy of a student's absence will check absence and report to the appropriate HOD or Learning Coach.
8. Following an absence from school, students will bring on their first day back a note from a parent explaining the absence. Notes to be handed to the school office or Form Teacher.
9. Deans with responsibility for form levels will monitor weekly printouts to check patterns of attendance and follow up where necessary.
10. Parents, caregivers or guardians notified if a student has been truant from school for all or part of a school day.
11. The Dean and the Learning Coach will monitor attendance.
12. Where the school encounters regular truancy appropriate external agencies contacted to encourage attendance.
13. In cases of severe truancy, where student or parental co-operation is unachievable, the appropriate legal steps are initiated.
14. Students who are over the legal school-leaving age and who have not attended 20 consecutive days are removed from the roll accordingly, under the Education Act.
15. Where an student is removed from the roll the parent, caregiver or authorised guardian will be notified of the reason and will be advised that they can no longer attend/live in the College hostel.

This procedure was issued by the Principal November 2021.

This procedure will be reviewed on / before November 2024.

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**PRINCIPAL**

11 November 202  
**DATE**