



# School Registration

## Student Attendance Policy and Procedures

### BACKGROUND

The governing body of a registered individual school must demonstrate that the school has enrolment and attendance procedures that comply with all relevant laws and are detailed in written documents in a clear and concise manner.

### PURPOSE

The purpose of this Policy and its Procedures is to outline our Student Attendance requirements.

### SCOPE

This Policy and its Procedures apply to all staff, volunteers and contractors at the school.

### ROLES AND RESPONSIBILITIES

There are no specific roles or responsibilities associated with this Policy.

### SCHOOL'S POLICY

#### Daily Attendance Register

The College keeps a register of the daily attendance of all students at the College in electronic form.

Attendance registers are in a form approved by the Minister for Education, and compliant with the [New South Wales Attendance Register Codes](#).

The register of daily attendance records the following information for each student:

- daily attendance or absence
- reason for absences
- evidence to support reason for absences.

The attendance register also includes information about any students granted an exemption from attending school. Refer to our Exemption from Attending School Policy and Procedures.

## PROCEDURES

### Monitoring Daily Attendance

The College has implemented the following systems and procedures in order to monitor the daily attendance of students and identify absences from the College:

- Parents are responsible for ensuring that they notify the College to explain the absence of their child on any particular school day. Notification may be provided via email, telephoning the College or recording the absence on *Parent Lounge* and should be made before the start of the school day.
- Teachers take the class roll promptly at the start of each period and is this roll is reconciled against the Homeroom roll.
- All teachers in the College take a Period by Period (P x P) Roll during normal school day.
- All absences are recorded electronically, using TASS Software. They are then reported to the Student Services Officer and cross-checked against the absentee notifications that have been provided to the College that day.

### Analysing Student Attendance Data

St Patrick's College has processes in place for monitoring student attendance data.

Refer to our

- Year Coordinators check attendance patterns at the end of each cycle (ten days).
- Any concerns are reported to the Director of the Middle School and Director of the Senior School.'
- Meetings are arranged with parents/carers and students of concern and an Attendance Improvement Plan is put into place.

## Following Up Unexplained Student Absences

The College has implemented the following systems and procedures to follow up on unexplained absences from College:

- The College contacts Parents/Carers via *Parent Lounge* requesting that absences are verified and justified with documentation when necessary.
- SMS messages are sent daily to parents for any student late to school or for any student missing from classes during the day.

## Unsatisfactory Attendance Intervention Strategies

The College has implemented the following strategies to improve unsatisfactory attendance and student engagement in school and learning:

- The College encourages parents/guardians to understand their obligations to ensure their child attends College, and to not condone absences for unauthorised reasons such as birthdays, shopping and other leisure activities.
- Regular meetings are conducted between the Year Coordinators, Director of Junior School and Director of Wellbeing, as appropriate, to coordinate responses to student absences.
- Students with persistently low attendance will be monitored, and personalised strategies will be considered to increase their attendance and/or engage them in continuing education programs. For students requiring more intensive support, one-on-one meetings and alternative arrangements may be organised in consultation with parents/guardians and College Counsellors.
- Where frequent absences are explained as being due to illness, the College will request medical certificates for the absences and will consult with parents/guardians regarding the health care needs of the student.
- All required reports will be made to the Community Services Child Protection Helpline, and/or contact will be made with the Child Wellbeing Unit if there are safety, welfare or wellbeing concerns in relation to student attendance.

## Records of the Register of Daily Attendance

The register is retained for a period of seven years after the last entry is made, and copies of information in the register are stored off site at regular intervals.

## IMPLEMENTATION

The Principal, Deputy Principal, Directors of Middle and Senior School and appointed delegates are responsible for the effective implementation of this Policy.

## **BREACH OF THIS POLICY**

This section is not applicable.

## **DEFINITIONS**

There are no applicable definitions for this Policy.

## **SOURCE OF OBLIGATION AND RELATED LEGISLATIVE INSTRUMENTS**

The NSW Registration Manual (B7.1) requires the Principal, Deputy Principal, Directors of Middle and Senior School of the College to keep a register, in a form approved by the Minister, of student enrolments and attendance. The attendance register must use the common codes approved by the Minister.

## **RELATED POLICIES AND PROCEDURES**

- [Exemption from Attending School Policy and Procedures](#)
- [Student Achievement Data Policy and Procedures](#)

## **RELATED FORMS AND DOCUMENTS**

There are no additional documents that are related to this Policy.

## **REFERENCES AND RESOURCES**

There are no applicable references for this Policy.