

Attendance Policy

Years 5 – 12

PURPOSE

The purpose of this document is to ensure that students and parents/carers at St Pius X College understand College procedures and the legislative requirements of student school attendance.

Student attendance is an important element of students' wellbeing and educational outcomes at St Pius X College. The college is legally required to keep a record of student absences and reasons for absence. Electronic records and parental notes/associated documents are archived and kept for a period of (7) years.

The College, in partnership with parents, is responsible for promoting the regular attendance of students. The college asks that all parents/carers be well-informed of the procedures surrounding student attendance. Once the school term commences, it is expected that a student will be at school promptly each day and attend each

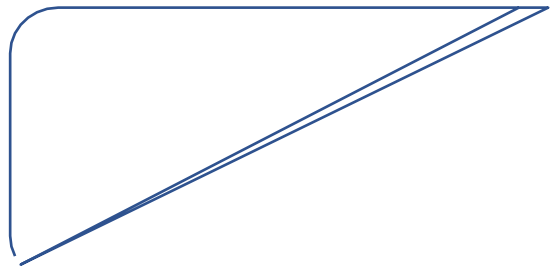
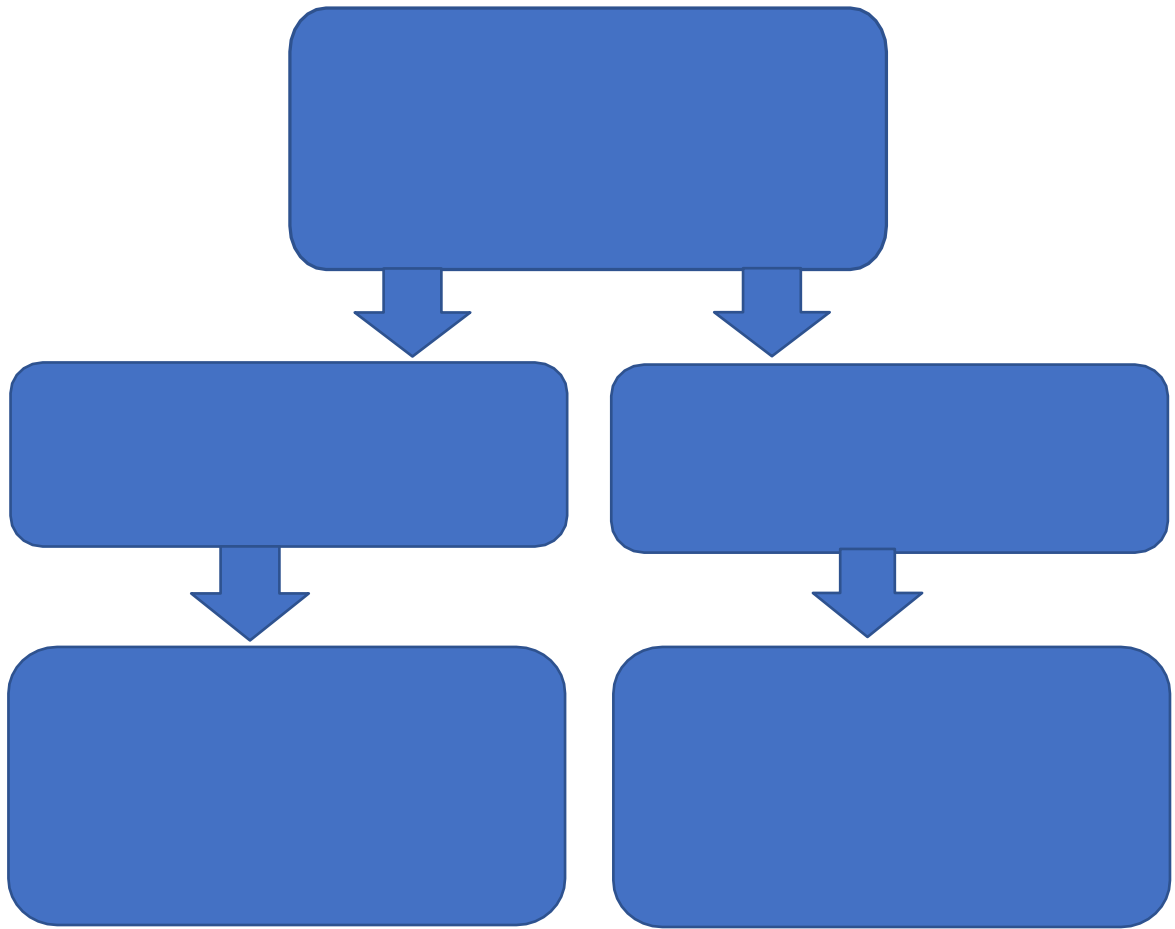
Procedures for Absence – Illness, Late Arrivals, Early Departures, Extended Periods of Absence

Illness

- If a student is unable to attend school due to illness, or will be late for medical or personal reasons, the college must be notified by 8:30 am on the day of absence. This can be actioned through the Student

Extended Periods of Absence

- Parents/carers requesting permission for extended holiday periods or absence due to extracurricular activities, must seek permission from their son's pastoral leader in writing, at least two weeks in advance. Permission is not automatically granted.
- For a leave of absence between 2 – 4 days, an Exemption for Leave form must be completed by parents/carers and forwarded to the Pastoral Leader or Head of Junior School for approval.
- For a leave of absence greater than 4 days, an Exemption for Leave form must be completed by parents/carers and forwarded to the Pastoral Leader or Head of Junior School. Upon approval, this form will then be forwarded to the Principal for approval.
- All assessment tasks being held during this period of leave must be included in the exemption for leave form.
- Once the leave has been granted, Student Management will update the student's attendance record in Sentral to reflect this approved leave.



B – The student is absent from the college on official college business. This symbol is recorded where the principal approves the student leaving the college site to undertake, for example:

- Work experience
- School sport (regional and state carnivals)
- School excursions

H – The student is enrolled in a school and is required or approved to attend an alternative educational setting on a sessional or full-time basis. The symbol is recorded where a student accesses education settings separate to their mainstream school, such as:

- Tutorial centre or program
- Behaviour schools
- Juvenile justice
- Hospital schools
- Distance education

Daily Attendance - Roll Taking

Compulsory student daily attendance is taken during Homeroom. If a student is recorded as absent from homeroom without explanation, they will be recorded as **Absent Unexplained**. An email notification will be sent to parents/carers at approximately 10:00 am confirming the student's absence and requesting a response to confirm the student's location.

The email sent by the college states: *"(Name) was marked as an unexplained absence on (today's date). Please reply with your son's full name, year and reason for absence."*

It is important these responses are received promptly in order to identify any unexplained absenteeism. It is imperative that contact details remain updated for this reason.

A parent/carer can respond by either replying to the email or by phoning Student Management. Once these responses have been received, the student's record will be updated to reflect the correct reason for absence. If a parent/carer believes their son to be at school, Student Management will endeavour to locate the student and confirm his whereabouts. Student Management will then update the attendance record accordingly and inform the parent/carer by phone that the student has been accounted for. If a student cannot be located, the absence will be immediately escalated to the pastoral leader or Assistant Principal, Pastoral Care.

If a student is marked **Absent**, however is present in Periods 1 – 6, the class teacher must send the student directly to the Student Reception to have their record amended.

The roll is marked every lesson on Sentral.

Disciplinary Action – Consequences for Unexplained Absences

At the conclusion of each school week, an Attendance Report is generated by Student Management detailing students who remain **Absent Unexplained, Late Unexplained**

Illness at School

Students who fall ill at school should report to Student Reception where their illness will be assessed.

If necessary, parents/carers or an emergency contact person will be notified to arrange transport home. To this end, it is vital that parents/carers ensure contact details are kept up to date.

Students are NOT PERMITTED to call their parent/carer themselves OR to leave the college without permission. Failure to adhere to these requirements will result in consequences.

Once a student has been sent home, Student Management will be informed, and the student will be recorded as having left the college grounds.

Cocurricular Absences

If a student is unable to attend cocurricular training or Saturday sport due to illness, or for any other reason, this should be recorded on Clipboard. Student Management does not oversee cocurricular attendance.

Compulsory Event Attendance

Students are required to