St Gregory’s College
Campbelltown

Attendance Procedures 2013

Reviewed December 2012
Confirmed December 2012
Evidence of compliance

A registered non-government school must:

- maintain a register of enrolments that includes the following information for each student:
  - name, age and address
  - the name and contact telephone number of parent(s)/guardian(s)
  - date of enrolment and, where appropriate, the date of leaving the school and the student’s destination
  - for students older than six (6) years, previous school or pre-enrolment situation
  - where the destination of a student below seventeen (17) years of age is unknown, evidence that a Department of Education and Training officer with home school liaison responsibilities has been notified of the student’s full name, date of birth, last known address, last date of attendance, parents’ names and contact details, an indication of possible destination, other information that may assist officers to locate the student, and any known occupational health and safety risks associated with contacting the parents or student

- have in place policies and procedures to
  - monitor the daily attendance/absence of students
  - identify absences from school and/or class(es)
  - follow up unexplained absences
  - notify parent(s) and/or guardian(s) regarding poor school and/or class attendance
  - transfer unsatisfactory attendance information to student files

- maintain a register of daily attendance that includes the following information for each student:
  - daily attendance, which may be recorded by noting daily absences
  - absences
  - reason for absence
  - documentation to substantiate reason for absence.

The register of enrolments must be retained for a minimum period of five (5) years before archiving. The register of daily attendances must be retained for a period of seven (7) years after the last entry was made.

At St Gregory’s College teachers are required to fill in the attendance of each student at the beginning of the day. This occurs during the Homeroom time in designated classrooms. If a student is late to Homeroom then they proceed to Student Services (located in the Office Area) where they fill out a late slip (carbon copies are made). Absentees are recorded in Student Services then published by Year Group then Homeroom class on the college intranet (via the Desktop Gadget). Absentees are followed up by the Homeroom Teacher for explanation notes as per the procedure below.

Register of student absences are kept online for a period of 7 years. Hard copies are kept in student archives.

Any student who leaves the College is asked to fill out an Exit Survey that is kept by the College Registrar and recorded on the Administration database. When the College is not informed of the destination of an exiting student of school age, the College, via the Year Coordinator/Registrar will contact the family. If this is unsuccessful then the College Registrar will contact the DEET School Liaison Officer and make them aware of the matter.
ST GREGORY’S COLLEGE
ROLL MARKING PROCEDURES (REVISED) – DECEMBER 2011

Statement of Purpose: This document has been created to supplement the College’s Attendance Policy. The daily attendance records are legal documents and must therefore be accurate and consistent across all classes. These guidelines will ensure that teachers share a common understanding of processes for keeping records of student attendance in the roll books.

1. The exception method (marking absences only) is to be followed as shown:
   - Place a lower case ‘a’ in the day’s column against the name of the absent student at the time when the declaration of student attendance is made
   - Subsequently, when the declaration regarding the nature of leave is made, either A, S, L, E, M, F, B or H is written above the ‘a’, for example:

   A S L E M F B H
   A a a a a a a a

2. The following entries should be made:
   - Absence declared……………………………………………………………………………………………………………………….  a
   - Absence owing to sickness or as a result of medical or paramedical appointment ……………………….. S
   - Absence with leave – reason accepted by the principal……………………………………………………………………………….  L
   - Absence unexplained after 7 days or unjustified………………………………………………………………………………………… A
   - Absence for part of a day (see 8)……………………………………………………………………………………………………………….   P
   - Absence with approved exemption (absence not included in absence return)…………………………………………..   M
   - Absence of a Year 11 or 12 student on approved flexible timetable……………………………………………………………  F
   - Absence due to suspension (absence included in absence return)………………………………………………………………  E
   - First and last day of attendance each term (see 9)………………………………………………………………………………………. X
   - Absence on official school business (absence not included in absence return)……………………………………………. B
   - Absence from home school due to attendance at a specialist education setting (absence not included in absence return)………………………………………………………………………………………………………. H
   - Public holidays and other days on which the school is not open for instruction are indicated by a vertical broken line in the column for that day.

3. Roll marking Symbols – Attendance Codes

Note: The symbol X is to be used for the first and last day that the student attended for each term.

Symbols to be used where students are absent from school

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>The student was absent on that day.</td>
</tr>
<tr>
<td>Pa</td>
<td>The student was late or was absent for part of a day. The time of arrival or departure must be recorded.</td>
</tr>
</tbody>
</table>
Symbols to be used for explanation of student absence.

Note: the following symbols should be recorded above the a or Pa symbol as appropriate.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>The student's absence is unexplained or unjustified. This symbol must be used if no notice has been provided by parents within seven days of the occurrence of the absence.</td>
</tr>
</tbody>
</table>
| B      | The student is absent from the school on official school business. This symbol is recorded where the principal approves the student leaving the school site to undertake:  
  • Work experience  
  • School sport (regional and state carnivals)  
  • School excursions |
| E      | The student was suspended from school. |
| F      | Year 11 or 12 student participating in flexible timetable not present because they are not required to be at school, i.e. TAFE or School Based Apprenticeships.  
Or  
Student who has completed Year 10 but is below the age of 17 years participating in:  
  • Approved education or training, or  
  • If the child is of or above the age of 15 years – paid work or a combination of approved education or training and paid work. |
| H      | The student is attending two or more education settings for a period of time (shared enrolment). This symbol is recorded where a student accesses a specialist educational setting on a sessional or full-time basis in line with Diocesan Policy. The symbol is recorded where a student accesses education settings separate to their mainstream school, such as:  
  • Tutorial centre and programs  
  • Behaviour schools  
  • Juvenile justice  
  • Hospital schools |
| L      | Principals (2.2.7) may record up to 15 days in a school year for students of compulsory school age who have provided an explanation of the absence which has been accepted by the principal. Additional days for students not of compulsory school age who have provided an explanation of the absence which has been accepted by the principal. Additional days for students not of compulsory school age may be recorded at the principal’s discretion. This symbol is recorded where a student’s absence is due to reasons accepted by the principal. This may be due to: |
|          | Misadventure or unforeseen event  
|----------|----------------------------------------------------------|
|          | Participation in special events not related to the school  
|          | Domestic necessity such as serious illness of an immediate family member  
|          | Attendance at funerals  
|          | Recognized religious festivals or ceremonial occasions.  

**M**

The student was exempted from attending school. This may be due to:

- Exceptional domestic circumstances, including but not limited to participation in family holidays during school term subject to being satisfied that this is in the best educational interests of the child.
- Other exceptional circumstances such as health of the student where sick leave or alternative enrolment is not appropriate.
- Employment in the entertainment industry or participation in elite sporting events for short periods of time i.e. for one or two days, and at short notice, but not amounting to more than 50 days in a 12 month period.

**IMPORTANT NOTE**

For Boarders’ Travel Days, no boarder is to be marked as absent. A notation should be made on the roll indicating that the student was not to be required at school. This can be noted in the “Details of Absences on Occasions” section of the roll.

4. No codes other than a, A, S, L, E, P, M, F, B or H are to be used in marking the roll.
5. Senior students participating in flexible timetables must be recorded in the same manner as other students. However, scheduled days or periods of non-attendance must not be marked as absences. An F should be recorded for the day.
6. Absences on an occasion (i.e. part of a day) or unjustified lateness or fractional truancy is shown by placing ‘P’ next to ‘a’ in the day’s column against the name of the student when the absence is determined. When the reason for the part absence is determined, either A, S, L, E, or B is to be placed above the ‘a’ for example:

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A S L E M B
Pa Pa Pa Pa Pa Pa
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Details of Partial Absences i.e. times and dates are to be recorded in the “Details of Absences on Occasions” which follows the Term 4 section of this roll. Partial absences are not included in tallies of absence returns.
7. The first and last day of attendance each term should be marked with an 'X'.
8. A red line is to be ruled through the spaces where attendance would not apply (i.e. prior to enrolment or after leaving), with an arrowhead on the line ending immediately before the first attendance, and another arrowhead in the reverse direction ending immediately after the last attendance, except at the beginning and end of each term.
9. All entries in the Class Roll must be in black pen. No eraser, pencil or correcting fluid is to be used. Mistakes should be corrected by ruling a line through the mistake and placing the correct entry above or in the appropriate space.
10. The teacher marking the Class Roll must place his/her initials in the designated square at the base of the day’s column.
11. The number of absences for each student are to be counted and recorded at the end of each term. Exemptions and partial absences are not to be included in tallies and Absence Returns.
12. The name of the month and date must be entered in the space provided. Numbering of weeks is optional.
13. In the column headed ‘Special Notes’ comments such as ‘speech therapy Tuesdays’ or ‘medical history – no exertion’ may be made. Confidential notations should not be included.

**NOTE** – The Absentee Slip which is returned to Student Services each morning after Homeroom must be completed according to the instructions at the top of the slip.

**Responsibilities:**

- Teachers organising activities that take boys from school/classes should provide student lists to all staff (All Staff). This should be done by email prior to the day(s) that boys will miss their regular school program.
- For large groups, organising teachers should inform the Boarders’ Refectory and Canteen.
- Homeroom teachers should print a list of boys attending alternative activities and take this list to morning roll call where it can be stored in the absentee notes folder.
- Teachers organising excursions are responsible for reporting absences to the student services on the morning of the activity before leaving the school grounds. An email listing any absentees should then be sent to respective Year Coordinators and Homeroom teacher on return.
- Student Services staff to keep record of boys out on any given day – phone calls home will not be made to parents of these boys.