

Student Attendance Policy

Source of Obligation

The NSW Registration Manual requires:

(3.8) the Headmaster to keep a register, in a form approved by the Minister, of the enrolments and daily attendances of all children at the College;

(3.6.2) that a registered non-government school must provide a safe and supportive environment by:

- having in place policies and procedures that provide for student welfare; and
- maintaining a student enrolment and attendance register.

Daily Attendance Register

The College keeps a register of the daily attendance of all students at the College in our student database Sentral.

Attendance registers are in a form approved by the Minister for Education, and the **New South Wales attendance register codes**.

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

- daily attendance;
- absences;
- reason for absence; and
- documentation to substantiate reason for absence.

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 or by telephoning the College, and should be made before the start of the school day. Student Services then notes the absence as explained in the College database each morning.
- Homeroom teachers/ Classroom teachers take the class roll promptly at the start of the school day.

Senior School only

- If a student is marked as here during homeroom time but is then marked as absent during any period throughout the day the Year Coordinator is notified by Student Services for follow up.

Analysing Student Attendance Data

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

Refer to **Student Achievement Data**.

Following Up Unexplained Student Absences

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

- Senior School: Homeroom teachers follow up with the absent student on their first day back requesting a note.
- Junior School: Classroom teachers follow up with the absent student on their first day back requesting a note.
- Senior School: Every week Students Services posts a letter home to parents for unexplained non-attendance.
- Junior School: Every day Student Services sends an sms to parents requesting a reason for the unexplained non-attendance
- Senior School: Where the absence remains unexplained the matter will be reported to the Year Coordinator for investigation and follow up.
- Junior School: Where the absence remains unexplained the matter will be reported to the Head of Junior School for investigation and follow up.
- Senior School: Where parents/guardians repeatedly fail to inform the College of absences the Year Coordinator will contact the parents directly seeking an explanation and to remind them of their obligation to report absences.
- Junior School: Where parents/guardians repeatedly fail to inform the College of absences the Head of Junior School will contact the parents directly seeking an explanation and to remind them of their obligation to report absences.
- Senior School/ Junior School: All information in relation to unsatisfactory attendance is recorded on the students' files in Sentral and information with respect to attendance is provided in each student's College Report.

Unsatisfactory Attendance Intervention Strategies

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

- The College encourages parents/guardians to understand their obligations to ensure their child attends school, and to not condone absences for unauthorised reasons such as birthdays, shopping and other leisure activities.
- Regular meetings are conducted between the Headmaster, Deputy Headmaster and senior staff 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.
- When 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.

Also refer to **Quality of Educational Program (Record of Achievements and Engagement in Learning)** and **Truancy**.

Records of the Register of Daily Attendance

The register is retained for a period of seven years after the last entry was made, and copies of information in the register are stored on-site.

Implementation

St Gregory's College Campbelltown has set up a series of compliance tasks in **CompliSpace Assurance**, to ensure that key obligations under the NSW Registration Manual are managed effectively.

Related Policies

Student Welfare, Enrolment and Attendance Compliance Policy
Exemption from Attending School Policy
Truancy