



ST. JOSEPH'S COLLEGE

CATHOLIC EDUCATION IN THE BRIGIDINE
TRADITION



STUDENT ATTENDANCE

Student Attendance Policy

Source of Obligation

The Victorian Registration Standards (sch 4 cl 10) (CECV Guidelines ref 4.6) require that we must make provisions to:

- monitor the daily attendance of each student enrolled at the College; and
- identify any absences of a student from College including classes; and
- follow up any unexplained absences of a student from the College or classes; and
- notify any parent or guardian regarding a student's unsatisfactory school or class attendance; and
- record information regarding a student's unsatisfactory attendance at school or classes on their student file.

The Victorian Registration Standards (sch 4 cl 11) (CECV Guidelines ref 2.4) require that we must maintain a student attendance register recording the attendance of students of compulsory school age (i.e. 6-17 years). An attendance register records any unexplained absences to ensure:

- the care, safety and welfare of students
- continuity of learning.

An attendance register must record student attendance at least twice a day and record any given or apparent reason for student absences.

Daily Attendance Register

St. Joseph's College keeps a register of the daily attendance of all students at the College in electronic form on SIMON. The register of daily attendance records the following information for each student:

- daily attendance

- absences
- reason for absence
- documentation to substantiate reason for absence.

Attendance is checked at homeroom and at the start of each lesson, at:

- 08:53am (Homeroom)
- 09:10am (Period 1)
- 10:49am (Period 2)
- 12:07pm (Period 3)
- 02:01pm (Period 4).

Monitoring Daily Attendance

St. Joseph's College has implemented the following systems and procedures in order to monitor the daily attendance of students and identify absences from college or class:

- Parents are responsible for ensuring that they notify the College to explain the absence of their children on any particular school day. Notification may be provided via PAM, email or by telephoning the College and should be made prior to the start of school.
- Class teachers take the class roll promptly at Homeroom which is the commencement of the school day and at the start of each lesson.
- All absences at Homeroom are recorded absences using SIMON. They are then notified to the Front Office and cross checked against the absentee notifications that have been provided to the College that day.
- Where students are participating in courses provided by other providers, class teachers contact providers at the commencement and end of the day to ensure student attendance has been monitored by the provider.

It is the responsibility of the **Adam Prime - College Leader - Enrichment & Inclusion** to ensure that student daily attendance is being effectively monitored.

Following Up Unexplained Student Absences

St. Joseph's College has implemented the following systems and procedures in order to follow up unexplained absences from college:

- Where an absence has not been explained by 10:00am an SMS Text message is forwarded to the student's parents notifying them of the absence and requesting that they immediately contact the

College. This notification is made on the same day, as soon as practicable, including for post-compulsory aged students.

- Where the absence remains unexplained the matter will be reported to the House Leader and Learning Mentor for investigation and follow up.
- All information in relation to unsatisfactory attendance is recorded on students' files and information with respect to attendance is provided in each student's school report.

Notification of Parents and Guardians of Unsatisfactory Attendance

St. Joseph's College has implemented the following systems and procedures in order to notify parents and guardians of unsatisfactory attendance:

- Where parents repeatedly fail to inform the College of absences the House Leader or Learning Mentor will contact them directly seeking an explanation and to remind them of their obligation to report absences.
- Where a student continues to be unsatisfactorily absent from college, a member of front office will contact the parents directly to seek an explanation and to remind parents of their child's obligation to attend school.
- For continuing chronic unexplained absences the College will issue a letter requesting a meeting with College Leadership during which strategies will be discussed to improve attendance rates.

Parents and carers are regularly reminded to ensure that any changes to their contact details are communicated to the College.

Records of the Register of Daily Attendance

The attendance information is stored within SIMON.

School Attendance Guidelines

St. Joseph's College has referenced the information in the **School Attendance Guidelines** in relation to the development of this policy.

Implementation

St. Joseph's College has set up a series of compliance tasks in **CompliSpace Assurance**, to ensure that key obligations under the Victorian Registration Standards and CECV Guidelines are managed effectively.