

Attendance Policy

1. Background

This policy should be read with the Enrolment Policy, which describes how students are enrolled at the College.

2. Policy

The College expects that students will attend school regularly and on time.

The School Regulation Act 1999 requires compulsory aged students, as defined in the Act, to attend school or participate in an educational program of the school on the days on which the school is open for instruction, unless an arrangement has been entered into for the student in writing.

3. Recording Attendance

The Principal is responsible to ensure that accurate attendance records are kept for each student enrolled at the College. This includes recording attendance at both morning and afternoon sessions for primary students and at the commencement of each period for secondary students.

Students who are on an excursion, participating in an off-campus program or in some other College approved activity are not to be counted as absent.

Students on suspension and out of school are to be recorded as absent during the period of suspension.

Attendance reports for each class are maintained using SEQTA. A record of these reports is to be maintained in accordance with requirements for privacy maintenance of student records.

4. Attendance Register

4.1. Recording Absences

The classroom teachers will take the attendance in class every morning, no later than 8:35am. All teachers mark students' absence on SEQTA. For Primary relief teachers, the roll call will be done in paper form and handed to the office immediately after it is completed. For Secondary relief teachers, the roll call will be done on SEQTA.

4.2. Monitoring Absences

After the teacher has taken the roll in the morning, the office is to give priority to checking student attendance.

4.2.1. When parents inform the College that their children are not able to attend school, record the information on SEQTA including the name of the student, year of study, period of absence and reasons for being absent. Teachers can see the reason for absent on SEQTA.

4.2.2. An email, phone call or written note must be requested from the parent/guardian as explanation for the absence and recorded on SEQTA by the Office.

4.2.3. If a child is absent and no reason has been given, the parent/guardian must be contacted via SMS as soon as absence is confirmed, so that a reason can be provided.

- If there is no response to the SMS, the parent/guardian must be telephoned to ascertain reason for absence before lunch time that day.
- If the parent/guardian cannot be contacted by SMS or telephone an email must be sent to the parent/guardian before the end of the day.

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- For subsequent days of unexplained absence (up to five days absent) SMS, phone call and email must be sent, as above, for each day until a response is received from the parent/guardian.
- Any unresolved Secondary school absence is followed up through 'reason for absence slips' sent to parents/guardians via email and Australia Post regularly throughout the term.

4.2.4. Multiple Absences

- If a student has multiple absences of 5 days or 10% in each term whichever is greater, consecutive or not, are still unresolved after the above attempts (4.2.3) to contact parents, then the parents will be issued with a notice of intent to cancel the contract between the school and themselves due to the guardians being uncontactable. Guardians will be given 10 days from when the notice of intent communication was sent to rectify or contact the College about unresolved absences. If no contact is received before or on the 10th day then guardians being uncontactable will then form the principal basis for cancelling the contract. If contact is received the student will go on an attendance plan.
- If the College has consistent contact with parents, but the student continues to have prolonged unreasonable absences, the Principal will enter into a contract with the student and parent requiring a stated improvement in attendance. If the student's absence does not meet the terms of the contract they will be asked to withdraw from the College.

N.B. Attendance Registers are legal documents and must be neatly kept and fully and accurately completed. The College must keep all completed Attendance Registers and absentee notes for a period of 7 years.

Records in student file relating to unsatisfactory attendance reports on students must be retained in a student's records for 25 years from date of birth of that student.

4.3. Attendance Plan

For any unreasonable continuous absence in excess of three days, or repeated unreasonable absences that accumulate to greater than 10% absence, the student is to be referred to the Principal who will work with the parents to try and restore attendance to acceptable levels. The Principal or Deputy Principal will set up an attendance plan.

All efforts to restore attendance must be documented and included in the student's record file. If the

4.4. Attendance during a government mandated lockdown

During a government mandated closure or lockdown attendance records will be kept in accordance with the state-based public health and education advice, this may not be consistent with the usual attendance procedures.

4.5. Missing students

In accordance with the Student Tracking System (STS), missing students must be reported to the Student Tracking Coordinator (STC) in the Department of Education. The STC will authorize the Principal to remove the student's name from the school's attendance records and to record on the enrolment register that the enrolment has ceased. Further information is available on the Department of Education website.