



# STUDENT ATTENDANCE POLICY

Children aged 6 to 17 years inclusive are required by legislation to attend school every school day unless there is a reasonable excuse for non-attendance. De La Salle Catholic College, Cronulla is a Stage 6 educational provider, which is classified as a non-compulsory educational pathway. The College requires that all of its students attend school during normal school hours of every school day unless there is a reasonable excuse for non-attendance. Students who have study periods at the start or end of the day are not required to be at school during these times.

## **The Principal shall be responsible for:**

- Approving special leave from school for 10 days or more. Parents are required to apply for leave via a letter to the Principal.

## **The Assistant Principal shall be responsible for:**

- Checking Pastoral Care Class electronic rolls.

## **Year Co-ordinators shall be responsible for:**

- Approving student leave for part of the school day or whole school days less than 10.
- Ensure students have received a form for 'Completion of work for missing classes due to leave' to be filled in by staff at student request.
- Ensure student & parent are informed that if missing a task they must fill in a form either 'Assessment Task absence or extension form' and submit to Curriculum Coordinator or KLA Coordinator before going on leave.
- Following up the whereabouts of students not marked as absent and missing from classes.

## **Each Homeroom Class Teacher shall be responsible for:**

- Maintaining an accurate daily record of attendance of students in their Pastoral Care Class on SENTRAL
- Recording reasons for absences
- Obtaining written parental explanation of any absence

## **Subject teachers shall be responsible for:**

- Recording student absences from each of their classes using SENTRAL period marking.
- If a student is absent from a class but is not on the absent list they are to notify the Year Co-ordinator & Homeroom teacher.

## **ATTENDANCE (STUDENTS) PROCEDURES**

1. On arrival at school, students are to remain within the boundaries of the school property. With the exception of early leave approval, no student shall leave the school premises before the end

of the school day without the permission of the Year Coordinator. Once approval has been granted students must sign out at student services before leaving the College.

2. Homeroom Teachers shall record absences from their Homeroom Class during morning administration on SENTRAL using their laptop computers. All students are automatically marked as present. Untick any student who is absent and press the submit button. If all students are in attendance, the teacher will press the save button.
3. Homeroom Teachers should monitor each student's pattern of attendance and advise the Year Co-ordinators of any concerns. Homeroom teachers & or Year Co-ordinators will contact parent/guardian(s) to discuss these concerns. If an unsatisfactory pattern of attendance continues, the Year Coordinators will send a letter together with the student's absentee record to the parents and a copy placed in the student's file.

The Board of Studies requires that students attend classes so as to meet a minimum number of outcomes for each course being studied. The College has set that 85% attendance is the minimum level of attendance for this requirement. However, each case will be looked at on an individual basis.

4. Students who arrive late to school are to report to Student Services. They are to swipe their library card to register their lateness. Students are to stick the self-adhesive label displaying the time and reason for being late in their College diary on the late to school register. They will show this to the teacher as they enter class. This register needs to be signed by the student's parent/guardian that night.

Homeroom Teachers need to challenge students who are regularly arriving late.

5. Students who wish to leave the school before the end of the school day must take a written parental/guardian request to their Year Co-ordinator who will give the student a blue approval form (Which has been signed by the Year Coordinator or Assistant Year Coordinator). Students present the blue approval slip with the parental note at Student Services at the time they wish to leave to sign out. Students will need their library card to swipe out. If the Year Co-ordinator refuses the leave, they will inform the parents/guardians immediately.
6. Students who have been granted partial leave by the Year Co-ordinator will attend Student Services at the time of departure, and present the signed leave slip. Students will need their library card to swipe out. The student is signed out at the office.
7. The office will prepare an electronic roll marking printout of each days absences, late arrivals and early departures and place a copy in each Year Co-ordinators pigeonhole, in each homeroom pigeon hole and on the staff noticeboard. Teachers can access the absent students from their laptop computer through SENTRAL attendance and Period-by-Period rolls.
8. Subject teachers are to determine the students who are absent from their classes. Any fractional truancy is to be reported by the subject teacher to the Year Coordinator & KLA Coordinator.

9. Students who become ill at school need their diary signed by teacher to leave class and be escorted by another student (for safety if unwell) are to report to Student Services. If the student is returned to class from Student Services, the time of arrival and departure from Sickbay will be recorded on SENTRAL.
10. Parents/Guardians of students who are too ill to return to class will be notified by the office staff, who will monitor the students until they are collected by their parents/guardians. The office attendant will record this information, which will be reflected in the SENTRAL in Sickbay and attendance and updated on Attendance printout for that day.
11. Parents/Guardians of students who are unable to attend school on any day are expected to telephone the main office on the day of absence and are to provide a **written explanation** of the absence on the day the student returns to school.
  - If a student does not provide a written explanation from their parents on the day of their return, the Homeroom Teacher should:
    - Day 1 -Remind the student and have them place a note in their diary.
    - Day 2 -If no note is received on the following day, remind the student that a detention will be issued on the next day if a note is not brought in.
    - Day 3 -If still no note, the Year Coordinator is informed.

*If a note is brought in before seven days the roll is appropriately marked. However, the roll is marked as an unexplained absence after seven days have elapsed.*

12. If any student is absent from school for three consecutive days without verbal parental notification, the Year Coordinator will telephone the parents/guardians to obtain the reason for the absence. Homeroom Teachers is to notify the Year Coordinator on the third day.
13. Any student requesting leave from school for a period of time of 10 days or more for reasons other than illness must seek approval by the Principal. This request should be in writing from the parent/guardian.
  - The student must also collect from the Year Coordinator/or Assistant Coordinator the appropriate leave form to fill out and return.
  - Year Coordinator/Assistant Coordinator checks the students timetable to see if any assessment tasks are due or examinations occur during the leave request time. If the student is missing a task then they must also submit an 'Assessment absence or task extension form' to the curriculum/KLA Coordinator.
  - The Year Coordinator/Assistant Coordinator passes the 'request for leave' form with the letter to the office staff for the Principal to approve.
  - Once the Principal has granted leave office staff will contact and inform the parent and give the form back to the Year Coordinator/Assistant Coordinator to follow through.
  - If the Principal has not granted leave the Principal will contact the parent to inform them. If they continue the leave process the form will be returned to the Year Coordinator/Assistant Coordinator to follow through.
14. Students who have a study first period on a day are not required to be at the College until the commencement of period 2. Students who have a study period 5 are permitted to leave school at

the beginning of lunch on the designated day. Students who have early morning classes for Hospitality/Construction/Food Tech/SLR/Marine Studies will also be permitted to leave on a designated day at lunchtime in lieu of the period 0. Students must have their timetable with them when off school property to verify they have permission not to be at the College at that time. Office staff will put these periods of leave in as bulk absences for the students concerned once they have completed a parental permission form.

15. Any student who is beginning to develop a poor attendance record must be followed up by Pastoral teacher and Year Coordinator through phone calls and if necessary meeting with parents and student and College Counsellor to work on a plan to improve attendance. Followup letters will also be sent home. If attendance does not improve then the Assistant Principal will be involved and relevant support from CEO Well-being team, and/or aboriginal liaison officer will also be employed to develop an attendance plan for the student.

## ROLL MARKING PROCEDURES

### Electronic Rolls:

1. Collect Roll Call satchel (pencil case) & any notes from student services.
2. Take laptop to class  
Log on to **SENTRAL** using your username and password through a browser such as google chrome or explorer
3. On Dashboard go to **SENTRAL Icon** and select the **Attendance Icon**
4. Select **Roll Status** you will notice that the rolls marked with the *red X* are the rolls to be submitted
5. All students are initially marked as present
6. **Call the roll** and any student who is not physically sitting in front of you during roll call is regarded as absent.
7. When a student is absent click on **green dot** and select whole day-unexplained-unjustified. Leave comment blank and/or delete a pre-entered comment that does now not apply (such as late start or early leave/excursion etc)
8. Select **OK**
9. **Click the submit button at the bottom of the roll.**
10. Request notes from students previously absent. Record explanations in **SENTRAL Comments** section and adjust absence to **explained**
11. Click the dashboard icon and read out the daily notices, you may need to scroll down to the bottom of the page and extend to view all notices

### Students bringing in notes to explain absences:

1. **Before the absence:** If a student brings in a note to notify the College of a forthcoming absence, this note **MUST** be given to the Year Coordinator. (They will notify the office).
2. **After the absence:** For notes explaining previous absences click on the student and adjust the absence to **explained** and write in **comments** box if appropriate.
3. All notes explaining absences must be submitted within 7 days of the absence. We have a duty of care to follow up and ensure notes of explanation are submitted.

4. Absence notes must be placed in appropriate plastic sleeve in pencil case so they can be placed in student file (by office staff) after they have been recorded in SENTRAL by roll teacher.

#### **Documentation from the College Office:**

1. Every day in your roll call pencil case will be a list of absences for the previous day.
2. Every Friday Roll Call Teachers will receive a list of students who have unexplained absences for the Roll Call Teacher to follow up. (Absences can also be checked electronically by going to *SENTRAL Attendance*)
3. Ever Monday the official printed roll for two weeks prior will be in your Roll Call Pencil Case. Roll call teachers are to check that it is accurate, and sign the bottom of the page. If absent on a day sign under each of the days you were present. Ask a student to return this sheet to student services and leave it on the front counter.

#### **Notes submitted after the official roll has been signed off.**

1. If a student brings in a note for an absence where the official roll has been printed and signed off on, then the roll call teacher must go to the office, find the relevant week of absence in the roll folder and enter the reason for absence on the printout and initial the change as well as recording info in SENTRAL.
2. The note can be left in the roll call pencil case in appropriate plastic sleeve once this task has been completed.

#### **SMS to Parents:**

Parents will be notified via the sms system when their son or daughter is late to school or absent from school.

#### **Students marked absent when present.**

In the event a student is marked absent and a parent notifies the school they believe their child is in attendance the following procedures need to occur.

The office staff will ascertain whether the student is in class and notify the parents.

#### **If Present:**

1. The office will notify the Assistant Principal if the student has been incorrectly marked as absent.
2. The Assistant Principal will notify the Roll Call teacher and ask them to contact the parents and inform them of what has transpired for their child to be marked as absent.
3. The roll call teacher will notify the Assistant Principal of the outcome.

**If Absent:**

1. The office will notify the Year Co-ordinator the students is truanting

**Exemption from Attending School**

- 1.1 Section 25 delegated the power to grant and cancel certificates of exemption from being enrolled in and attending school in certain prescribed circumstances to the principal.
- 1.2 Exemption for up to 50 days in a year can be granted for exceptional domestic circumstances including educational holidays, exceptional circumstances such as health, employment in the entertainment industry and participation in elite sporting events.
- 1.3 Parents must apply for a certificate of exemption using the forms from the College and submit them to the Principal for approval.
- 1.4 All copies of certificates of exemption are kept with school/student files.