

## Student Attendance

NAG 6: No. 8

### Rationale

The Board of Trustees under Section 31 of the Education Act is responsible for "taking all reasonable steps to ensure the attendance of students enrolled at its school". Parents and caregivers are obliged to ensure their student's attendance until age 16

Attendance problems can contribute to underachievement. Effective monitoring, analysis and reporting of attendance information will allow the school to respond effectively to support student achievement

### Requirements

1. The College will communicate to parents the requirement to contact the school to explain the reason for their child's absence.
2. The school day commences at 8.45am and extends until 3.15pm. Students are expected to be punctual and to attend regularly. Any absence must be accounted for by phone call, e-mail or written note from a parent, which should be presented on the day of return. The note should give the days of absence and the reasons.
3. Unless special permission is given, students of Years 9 to 12 will not be permitted to leave the school grounds. Special requests for leave during the day must be approved by a Dean or DP. Students must sign in and out at the student office and carry a leave pass. The Principal may allow Year 13's leave to leave the school property at lunchtimes.
4. The college will have an attendance officer to ensure that attendance is monitored and regularly reported on. The attendance officer will make contact with home for students who are absent from school without explanation. Priority will be given to students on the Attendance At Risk Register
5. Information on students with on-going attendance problems will be shared with relevant staff such as Form teachers, Deans, DP's and support staff. The school will work cooperatively with the District Truancy Service and other agencies to address serious attendance issues of individual students.
6. The Board will receive attendance summary data reports
7. The Principal has the discretion to provide Study leave for students or groups of students.
8. Any extended (5 or more days) absence (overseas or domestic) needs to be requested from the Principal in writing. Leave will either be coded as justified or unjustified. Approved justified absence could include bereavement, visiting an ill relative or exceptional family circumstances.