



Attendance Policy

Policy Ref. #: 853-20131029

1. Purpose

This policy aims to establish guidelines for how the College processes, and records, student attendance. It deals with absences, late arrivals, early departures, student returns as well as expected attendance.

2. Scope

This policy applies to teachers and administration staff of the college, students and caregivers.

3. Background

It is a requirement of the College to ensure that enrolled students are attending the college on a daily basis. This policy wishes to formalize, and simplify, the process of accounting for student attendances and demonstrate how follow up is enacted to respond to issues arising from absentees and late arrivals.

4. Definitions

The following definitions will be found within this policy document:

"Caregiver": Parent or Guardian normally responsible for the safe welfare of the student

"Student Note"; A note issued to students, or caregivers, for the purposes of reporting a late arrival, early departure or student return.

"College": Cornerstone Christian College Ltd

5. Legislation and other internal policies

- School Education Act 1999 (Part 2)
- School Education Regulations 2000 (Part 2)
- Curriculum Council Act 1997 and Regulations 2005

6. Policy

The policy of the College is to;

1. *Ensure that Duty of Care is exercised and that the student is known as "safe" if not in attendance at College as, and when, expected.*
2. *Exhibit that due course has been taken to retrieve a caregiver response for all unexplained absences.*



Reasons for Student Absences

It is the caregiver's responsibility to ensure that their children are enrolled in and attending school every day, unless there are acceptable reasons for absence. Caregivers are asked to notify the college of any absence before 8:45am on the day of absence.

Acceptable Reasons for Student Absence

- Sickness
- Danger of being affected by, or inflicting, an infectious or contagious disease
- Temporary, or permanent, infirmity
- Unavoidable and sufficient cause, eg.
 - Bereavement within the family or of a close friend
 - Family trauma
- Attending a school organised activity, eg. Excursion, camp, work experience or cultural event

Unacceptable Reasons for Student Absence

- Truancy
- Shopping expeditions with, or without, caregiver
- Personal grooming, eg haircuts, massages etc
- Helping at home or at caregiver's place of work
- Part-time or casual work (including travel to and from such work)
- Appointments which could be made out of school hours eg, driving lessons or tests
- Excessive time for appointments which are avoidable
- Holidays

Reasons for Student Lateness

It is the caregiver's responsibility to ensure that their children arrive at the college before 8:40am.

Acceptable Reasons for Student Lateness

- Accident on the way to college
- Transport breakdown on way to college
- Bus running late
- Other unavoidable and sufficient reasons

Unacceptable Reasons for Student Absence

- Truancy
- Sleeping in
- Just late (no reason given)
- Personal grooming
- Shopping
- Appointments which could be made out of school hours eg, driving lessons or tests
- Other avoidable and insufficient reasons

Informing the College of Past or Impending Absences

The caregiver should always provide a reason for their child's absence. If the absence is for one day only then a verbal reason is acceptable, although a written reason (handwritten note or email) is preferred. If the reason is sickness and the absence is for three days or more, caregivers are expected to provide a Medical Certificate. For absences longer than three days a Leave of Absence Application Form needs to be completed, stating the reason for the absence, and submitted to the Principal for approval.



Cornerstone
Christian College

Special Leave

As part of the College's ability to fulfill regulatory requirements by the Federal Government, the College is required to tighten up absence reasons for students. If your child will be absent from school for three days or more for the purposes of holidays, travel, participation in State, National or International Sporting events, you are now required to complete a Leave of Absence Application ahead of the absence and submit to the Principal for approval. The Leave of Absence Application form can be found on the College website. Teachers are not expected to provide work for students in these circumstances.

Student Movements

The College acknowledges that students in Years 11 & 12 are technically Signed Out upon completion of an exam during exam weeks. Caregivers desiring that their students remain at college until the completion of the school day must formally document such an intention.

Following Up Unexplained Absences

If a student is absent from school, and there has been no notification of the absence, the following procedure will apply;

1. Bulk SMS sent to caregivers prior to 9:30am requesting an immediate response.
2. If no response has been received by the end of the day, the Attendance Officer will send an email to caregivers for **unresolved absences**.
3. A follow-up email will be sent to the caregiver at the end of the week requesting written explanation for absence.

Following Up Unacceptable Absences

1. Where an absence is proposed, or has occurred, and the reason is listed as an unacceptable reason for absence, the caregiver will be asked to speak to Head of Primary or Principal about the absence.
2. If a student is absent from school for more than three consecutive days, or five non-consecutive days within a term, without a satisfactory explanation the following action will occur;
 - a. The Head of Primary or the Principal will phone the parents to discuss the matter and request immediate remedial action of outstanding explanations.
 - b. If, after a further seven days, no action has been taken then the Head of Primary or the Principal will make an appointment with the parent/guardian to discuss the matter where the ramifications upon the College will be explained.
3. Should another unexplained/unacceptable absence occur within the same school term of more than three consecutive days, or five non-consecutive days within a term, then the enrolment may be terminated.

Handling Students Who Are Late to School

Students who are late to school must report to the front office to obtain a Student Note. Entry into the classroom without a valid Student Note is not allowed and students will be directed to the front office to obtain one.

Persistently late students will be referred to the Principal and consequences applied as are deemed appropriate by the Principal.

Recording Student Attendance

The college uses the SEQTA *Attendance Module* to report student attendances and absentees. The process is as follows;



1. At the commencement of the college day, any student that is absent from class, will be marked as such within the software package. See Attendance Procedure attached.

8. Approved by

This policy has been approved by the Principal, Mr Bruce Douglas, on the 29 October, 2013 and will be reviewed, at a minimum, every twenty-four (24) months from the most recent review.

9. Review Schedule

DATE	REVIEW/ADJUSTMENT	APPROVED BY
4/05/2015	Amended Student Movements re: Signmee and Year Levels	Bruce Douglas
	Amended 7 F/U Unexplained Absences (1) from 9:30 to 9:00am	
	Amended 7 F/U Unexplained Absences (2) from 10:00 to 9:30am	
	Amended 8 Review period from 12 months to 24 months	
07/05/2019	Attendance Policy updated and reviewed.	Garry Maynard
07/05/2019	Updated Attendance Procedure attached to Policy	Garry Maynard



ATTENDANCE PROCEDURES

Daily Absences

Primary attendance rolls are marked by classroom teacher in SEQTA by 9am and again immediately after the lunch break. Secondary attendance rolls are marked during morning form and then by each teacher in their subsequent classes.

At 9.15am the Attendance Officer (AO) will remind any teachers who are yet to complete their morning roll to do so. An email is not sufficient and a more immediate response is required. The AO will follow up with teachers/relief staff as needed. **This is not a task for the HoP or SRC.**

The AO will enter any late students or explained absence data onto SEQTA as they come through. At 9.30/9.45am the AO will send parents of any students with unexplained absences the automated SMS through SETQA. The AO will enter onto SEQTA any responses received by parents as a result of the SMS.

At 10/10.15am print out 'Absence Report' from SEQTA and attach to the 'Emergency Evacuation' file. Amendments can be made to this list as needed with student movement throughout the day.

The AO will continue to update attendance data onto SEQTA throughout the day.

Any emails, notes, medical certificates received to explain an absence are to be scanned/saved and uploaded to the student's profile in SEQTA under the 'Attendance' category. Please save absentee notes/emails/ Leave of Absence forms on the day they are received and NOT for the date that they are for. Use the details section to make note of date(s) of absence, period of leave to be taken. This allows for accurate recording of communication through SEQTA.

In the SIP section under the Pastoral Care rose, choose the category 'Attendance', add the pdf and save.

At 3pm the AO changes all absences not yet explained and marked with an 'X' to an 'unresolved absence'. The AO then sends those parents an automated email through SEQTA requesting an explanation of the student's absence.

1. In the 'Control Centre' section of SEQTA, choose 'Correspondence'.
2. Change mode to 'attendance data'
3. Use the 'preset/configure' to select the dates and times.
4. Choose 'unresolved absence' as your attendance type.
5. Select 'email'.
6. Select 'Unresolved Absence' template.
7. Choose the campus.
8. Preview
9. Process the email for SEQTA to send.

As parents respond to the emails the AO can enter the information onto SEQTA, changing the attendance categories and saving relevant documentation.

Each Monday the AO will send out the 'Unresolved Absence' email for the previous two weeks to those students who still have outstanding unexplained absences for that two-week period.

Entering an absence notification on SEQTA by AO

1. Choose the 'Attendance Admin'



2. Select 'Manage Attendance'
3. Select single/multi/contiguous – contiguous is used for camps
4. Select 'high priority/overwrite
5. Select 'Attendance Type' as per the nominated list of categories
6. Edit dates/times as appropriate
7. 'Authorised by' AO name/ Principal/ HoP/SRC/ Jo/Matt
8. 'Relationship': the relationship between the student and authorised person
9. 'Form': the form that the notification came in
10. 'Brief details': information given by parent/ information directly relating to how you as AO came to your decision about what type of attendance category was chosen. Keep is brief and maintain confidentiality as this shows up when a staff member hovers over the attendance in the SIP panel. Anything of a sensitive nature can be added in the 'Pastoral Care' section under 'Attendance'.

Relief Teachers

Relief teachers use the relief iPad to mark their rolls. At the Busselton campus the Assistant Head of Primary (AHoP) or Secondary Relief Coordinator (SRC) must ensure that the relief teacher has access to the rolls through the 'Relief Teacher' iPad, at the Dunsborough campus the Campus Coordinator (CC) will set up the iPad. The Assistant Head of Primary and Secondary Relief Coordinator will notify admin staff as soon as it is known that relief staff will be in the College. **It is IMPERATIVE that the AHoP and SRC notify admin of the following details;**

Name of relief staff

Name of staff member being relieved

Time the relief teacher is in for

This allows for attendance follow up to happen more efficiently and effectively but also to be prepared in the event of an evacuation or lockdown.

Procedure for the relief teacher at Dunsborough:

- Head of Primary to notify Campus Coordinator either the day before or before school starts of the relief.
- Campus Coordinator completes the Salary Variation form, scans and emails the form to Accounts, leaves the form for Head of Primary to sign off on and give to Accounts.
- Ask relief staff to sign in/out in the classroom.
- Admin distribute iPad and keys as necessary to relief staff.
- Give the relief iPad to relief staff member along with any passwords and instructions they need to access SEQTA

Procedure for the relief teacher at Busselton:

- Assistant Head of Primary or Secondary Relief Coordinator to notify Attendance Officer either the day before or before school starts of the relief.
- Assistant Head of Primary or Secondary Relief Coordinator complete the Salary Variation form and give the form to Accounts.
- Ask relief staff to sign in/out in the file held at the Front Office.
- Attendance Officer to distribute a Relief File and keys as necessary to relief staff.
- The Relief File has passwords and instructions they need to access SEQTA.