



ATTENDANCE/ENROLMENT

Introduction and Purpose

The attendance of students enrolled at the college is to be documented as required under the 'Education Act 1990' Education Amendment (School Attendance) Bill 2009 and as required by the Minister.

School attendance is essential to ensure that educational outcomes for College students are met. It is important that students and their parents are made aware of the necessity for regular attendance and that any failings in this regard are followed up promptly with the family concerned. Parents also need to be reminded that taking holidays in school time may have a seriously deleterious effect on their son's progress. In addition, students need to be reminded of the need for punctuality in class attendance, both from the loss of learning and organisational time they may experience and the likely disruption to the learning of others caused by their lateness.

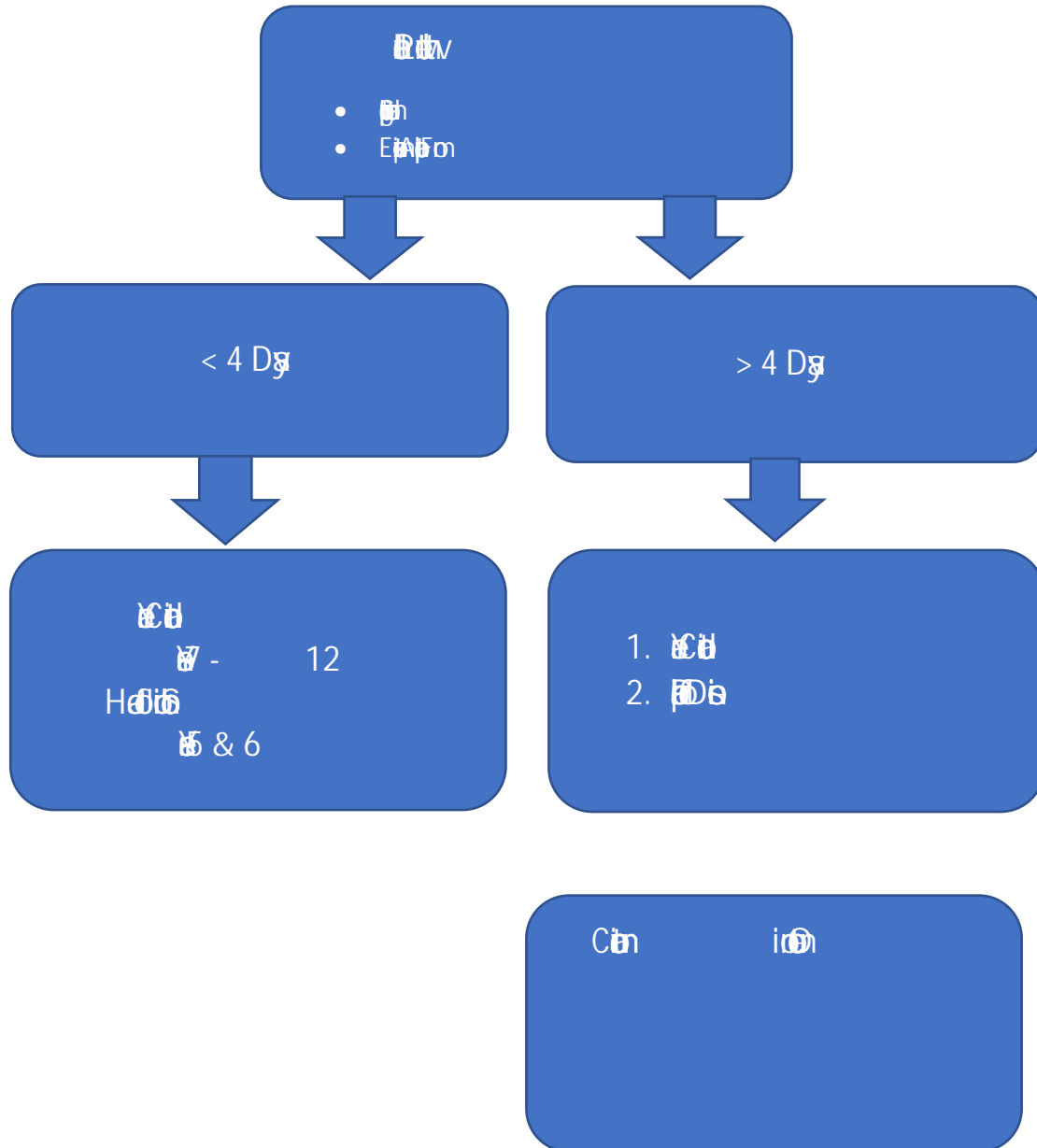
include Name, Date of Birth, Address, Destination is Principal, then contacts relevant Department of destination remains unknown.

Attendance

- Daily attendance is recorded during an administration for a Roll Group/Homeroom. Absences are administration database for attendance using appropriate and posted up twice each day.

- If a student is absent for 3 consecutive days without explanation, contact is made with the parents. The Homeroom teacher, the Year Coordinator, Pastoral Teacher or the Receptionist does this and updates the attendance record accordingly.
- Any recorded absence from school is substantiated with a written note, verified email, voice mail communication or Doctor's Certificate and recorded as such in the administration database by the teacher using codes specified in the 2014 amendments to the Act. These notes are carefully filed and checked for authenticity, being retained for the required period.
- Each lesson class teachers take a roll by electronic device. Any variation or anomaly from the Homeroom Roll is reported to the relevant Year Coordinator or Administration staff for follow up.

REQUEST FOR EXEMPTION OR APPROVED LEAVE



Policy Review

Last Reviewed: 1 February 2020
Approved by: College Leadership Team
Renewal Date: Reviewed Annually