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## ATTENDANCE POLICY

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### PREAMBLE

The mission of St Patrick's College is to educate our students for lifelong learning so that, informed by gospel values and the traditions and spirit of the Sisters of the Good Samaritan, they grow into contributing members of society.

In the light of this, regular attendance at school for every student is essential if students are to achieve their potential. Schools in partnerships with parents are responsible for promoting the regular attendance of students.

The College, in providing a caring teaching and learning environment, fosters students' sense of wellbeing and belonging to the school community.

(Procedures for Student Attendance for NSW Catholic Schools, 2015)

### RESPONSIBILITIES

The College is responsible for:

- Promoting regular attendance at school through teaching and learning activities that acknowledge the learning and support needs of students.
- Maintaining accurate records of student attendance, including keeping signed copies of each term's absences signed by the Principal, for seven years as required.
- Providing clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.
- Following up when a student's pattern of attendance is of concern – records kept of correspondence electronically and filed as required.
- Implementing programs and practices to address attendance issues when they arise.

Parents are responsible for:

- Ensuring their children attend school every day.
- Explaining the absences of their children from school promptly.
- Working in partnership with the school to plan and implement strategies to support regular attendance at school, including communicating with the school if they are aware of issues impacting on their child's attendance.

Students are responsible for:

- Attending school every day.
- Following all College procedures in relation to attendance.



## PROCEDURES

### Roll Marking (Appendix 1)

- A roll is marked on the College database at the start of each day during pastoral time. In addition, a roll is taken during each lesson.
- Students are to be in their pastoral class at 8:30am where the roll will be marked and absences recorded.
- Teachers mark students as absent if they are not present in pastoral time. The absence remains as unexplained until an explanation is received by the office or pastoral advisor, at which point the appropriate absence code is entered by the office against this student.
- Students arriving after the end of pastoral time should sign in at the office, where a note of the time will be made and the roll adjusted accordingly.
- Parents/caregivers will be notified via SMS of any unexplained late arrivals or absences.
- A list of absences for the day will be emailed each day to all staff once the rolls have been finalised.

### Absenteeism (Appendix 2)

- Parents/caregivers should contact the College to explain the absence either before or when the student returns. Pastoral advisors are expected to follow up on this and ensure all notes explaining absences are brought in by the student and then left in the roll to be collected and actioned by a member of the office staff.
- Absences are checked each day and contact is made by the Year Coordinator once a student has been absent for three days without explanation.
- A list of unexplained absences will be printed each fortnight and placed in the rolls for the pastoral advisor to follow up.
- The pastoral advisor and Year Coordinator will monitor lateness and, where necessary, follow up with parents of students who are regularly late or absent. Letters may be sent to families of concern in regard to absenteeism and/or lateness.
- More serious concerns will be referred to the Assistant Principal Students by the Year Coordinator and discussion will take place as to how best to follow up with these students. Parent contact will be made, an interview will take place with the Principal or her delegate and an action plan to address the concerns may be implemented. This may include a back to school transition plan.
- If and when a range of College interventions have been unsuccessful, students with significant absenteeism will be reported to the Office of the Children's Guardian (Neglect of Educational Needs) by the College Principal or the Assistant Principal Students.

### Leave

- Students intending to leave the College during the course of the school day are required to submit a note during pastoral time to be signed by their Year Coordinator or on Tuesdays to the Sports Coordinator. When signing out, this note is to be given by the student to the front office for filing.
- Family holidays and travel plans are no longer considered under the Exemption from School Procedures (Appendix 3). Travel outside of holiday periods is now counted as an absence.



- If a student requires leave during the school term, parents are required to submit an Application for Student Leave from School (Appendix 4) to the Principal.
- If the leave request is granted, the student will be issued with a Certificate of Leave from School (Appendix 5).
- Exemptions granted by the Principal cannot be more than 100 days in a 12 month period; more than this must be referred to the Minister.
- Procedural fairness must be accorded to an applicant for an exemption.
- Records are kept to ensure that leave granted does not exceed that which is allowable.

### **Students Leaving the College**

- A student will be removed from the attendance roll when advice has been received from the parent/caregiver that their daughter is moving schools or is to be registered with NESAs for home schooling. This will happen after the student's last day at the College.
- If a student under 17 years leaves the College without informing the College of their destination, a Student Enrolment Destination Unknown Notification will be made to the NSW Department of Education.



## APPENDIX 1 – ROLL MARKING PROCEDURES

Student rolls marked in homeroom each morning on the College database for the pastoral class  
Hard copy of absences sent with the roll to the front office

Absences for all year groups checked and entered by the front office assistant to create a daily attendance report

SMS sent to parents/caregivers for any student with an unexplained absence

Daily attendance report emailed to all staff

Period by period marking undertaken each lesson  
Staff to inform the front office of any concerns for follow up



## APPENDIX 2 – FOLLOW UP OF ABSENCES PROCEDURES

Daily attendance sheet emailed to all staff to check

Year Coordinators to check daily and follow up any concerns  
If the student has not returned after three days, then contact with home to be made by the Year Coordinator

A list of unexplained absences are placed in the roll each fortnight for the pastoral advisor to follow up and any concerns passed onto the Year Coordinator

Students of concern to be followed up by the Year Coordinator  
More serious cases passed onto the Principal / AP Students

Principal / AP Students to meet with the parents / student to put an action plan into place to support the student's return to school

If and when a range of College interventions have been unsuccessful, students with significant absenteeism will be reported to FACS and the Office of the Children's Guardian (Neglect of Educational Needs) by the College Principal or her delegate



### APPENDIX 3 – EXEMPTION FROM SCHOOL PROCEDURES

Powers	Delegates
<b>Exemption from Attendance at School</b>	<b>(Note: Delegates cannot delegate)</b>
Exemption from school attendance for students engaged in employment in approved entertainment industry activities up to 100 days in a 12 month period for any one student.	Principal  Note: In large scale productions or for long term commitments to such a production, the application may be referred to the Minister's delegate via the AIS Division Head, Education Regulations and Program Implementation.  It is also possible for employers in such cases to make one direct application for all students to the Minister's delegate at the Department of Education.
Exemption from school attendance for students participating in elite arts or elite sporting events* up to 100 days in a 12 month period for any one student.  *Refers to national/international sports events, elite programs run by national and international organisations, talent identification programs run by NSW Department of Sport and Recreation.	Principal
Exemption from school attendance totalling up to 100 days in a 12 month period for any one student, including part time exemption.	Principal
Exemption from school attendance totalling 100 days or more in a 12 month period for any one student.	The Minister's delegate at the Department of Education who has requested applications to be forwarded via the sector representative – the AIS Division Head, Education Regulations and Program Implementation.
<b>For periods exceeding the delegate's authority, the application should be referred to the next most senior delegate.</b>	
<b>Exemption from Enrolment at School</b>	<b>(Note: Delegates cannot delegate)</b>
Exemption from enrolment – age.	The Minister's delegate at the Department of Education who has requested applications to be forwarded via the sector representative – the AIS Division Head, Education Regulations and Program Implementation.  This includes the case where parents apply for a delayed start to school for a child about to turn 6.
Exemption from enrolment – health, learning or social needs or disability.	
Exemption from enrolment – completion of education under special circumstances – for apprenticeships and traineeships only	Principal
Exemption from enrolment – completion of education under special circumstances – <b>not</b> an apprenticeship or traineeship	Complete form on the NESAs website.



**APPENDIX 4**

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**APPLICATION FOR STUDENT LEAVE FROM SCHOOL**

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**TO BE COMPLETED BY PARENT/CAREGIVER**

**School Details**

St Patrick's College

4 St John's Road, Campbelltown 2560

Tel 4629 2999

**Student Details**

Name of student.....

Homerom..... Age..... Date of birth..... day / month / year

Address..... Postcode.....

**Leave Dates**

**From – first day of leave from school:** ..... day / month / year

**To – last day of leave from school:** ..... day / month / year

**Student will return to school on:** ..... day / month / year

Reason for leave:

Employment in entertainment industry / participation in elite sporting event (exemption)

Other

Please provide details about the reason for the leave:

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**Where the reason for leave includes travel arrangements of more than twenty (20) school days, copies of travel documentation should be attached to this application**



### Parent/Caregiver Details

Name of parent.....

Address.....Postcode.....

Relationship to student.....

Contact telephone numbers:

Business..... Home..... Mobile.....

### Parent/Caregiver Declaration and Signature

As the parent/caregiver of the abovenamed student, I hereby apply for a Certificate of Leave from School under the *Education Act 1990*.

I understand that if the leave is granted:

- I am responsible for the supervision of the student during the period of leave
- The leave is limited to the period indicated
- The leave is subject to the conditions listed on the Certificate of Leave from School
- The leave may be cancelled at any time
- Any assessments missed during the period indicated will be estimated and the student will be required to complete the task on her return to school

I declare that the information provided in this Application for Student Leave from School is to the best of my knowledge and belief, accurate and complete. I understand that should statements in this application later prove to be false or misleading, any decision made as a result of this application may be reversed.

I further understand that a failure to comply with any condition set out in the Certificate of Leave from School may result in the leave being revoked.

Signature of Parent/Caregiver..... Date.....

**ONCE YOU HAVE COMPLETED THIS APPLICATION, PLEASE RETURN TO THE PRINCIPAL**

### Privacy Statement

*The information that you provide will be stored securely. You may access or correct any personal information by contacting the school. The information that you provide will only be disclosed for the following purposes:*

- *General student administration relating to the education and welfare of the student*
- *Communication with students and parents*
- *To ensure the health, safety and welfare of students, staff and visitors to the school*
- *State and national reporting purposes*
- *For any other purpose required by law*

*If you have a concern or complaint about the way your personal information has been collected, used or disclosed, you should contact the school.*



