ENROLMENT AND ATTENDANCE POLICY – INCLUDING PROCEDURES FOR ENCOURAGEMENT TO ATTEND SCHOOL

This policy is to be read in conjunction with the Catholic Education Office Attendance Policy.

PURPOSE

This policy serves to assist St Clare’s College and parents to meet their obligations under the Education Act 2004 and associated amendments. These obligations include:

- Parents of a child who lives in the ACT, is of compulsory school age (until the child completes Year 12 or the child is 17 years old) and who is enrolled at a school must ensure that the child attends every day and during the times every day when the school is open and attends every activity that the school requires the child to attend.
- The Principal of a non-government school must set up procedures to encourage students to attend school regularly and to help parents to encourage their children to attend school regularly.
- The Principal must refer parents and children to support services that encourage children to attend regularly if they are unsuccessful in achieving regular attendance. If a child has not been attending regularly the Principal may by written notice require the student’s parents and the student to meet with an authorised person (non-government).

POLICY

Students are expected to attend school on all days that the school is open including community events. Students are expected to be on time to school.

The hours of attendance at St Clare’s College are 8:55 am to 3:20 pm. Supervision is provided from 8:30 am to 3:50 pm each day.

If students are not able to attend school for the published hours an explanation for the absence from a parent/guardian is required. Such notification is to be in writing and may be given in advance of the absence if the absence is planned or upon the student’s return to school following an unexpected absence.

The class teacher will accurately record the attendance or non-attendance of a student on their Class Roll. The electronic class roll is to be completed every lesson. The Student Administration Officer, in collaboration with class teachers, and Pastoral and Curriculum coordinators where appropriate, will follow up with a parent/guardian using the school proforma to obtain written verification of the reason for absence if a parent/guardian has not provided the information in a reasonable time frame.

The class teacher, in collaboration with their Subject Coordinator and the Student Administration Officer, will monitor the non-attendance of a student in their class and implement the procedures for follow up of a student whose attendance is extended or irregular and without reasonable explanation.

In the event that all possible avenues available to the school to encourage attendance have been exhausted without success the Principal will make contact with the relevant Catholic Education Office School Services Officer for advice about arranging a meeting with an authorised non-government person.
PROCEDURES

Enrolment Records
Under the Education Act 2004 St Clare’s College is required to maintain accurate records of enrolments and attendances:

- the full name of each student enrolled at the school
- the attendance or non-attendance of each student enrolled at the school on each day when the school is open or the course of study is available and for each timetabled class or activity.

Upon enrolment, the College’s Enrolment Officer, acting on behalf of the Principal, will:

- ascertain from the parent or guardian the full name and address of each student
- obtain a copy of the student’s Birth Certificate, Baptismal Certificate and any other documentation relevant to the student’s enrolment such as proof of residency store these in the student file.

Student Indemnity and Medical Forms are distributed annually to all students in order to maintain currency of relevant information. This information is then recorded electronically by the relevant Support Staff member as soon as it is received.

In order to maintain accurate student records it includes information with respect to:

- changes in the student’s or parent or guardian’s residence
- parent access
- parent home and work contact numbers
- student’s medical status
- permission to publish student photographs in College publications and the College Website.

Attendance Recording and Monitoring Processes
The College will use an electronic roll keeping system to enter and store attendance data. Daily attendance data will be uploaded from the attendance package into the school’s administration database MAZE. Each day new student data will be uploaded into the attendance package from MAZE.

In order to maintain accurate records and monitor the daily attendance of students the following processes apply to student absence, lateness, leave and roll marking.

Pastoral Rolls
Pastoral Class Rolls are recorded directly into the attendance package on teacher laptops or classroom computer (if available).

- Using their personal identification and password, Pastoral Care leaders will log onto the attendance package and select their Pastoral Care class.
- An absence is recorded by selecting or ‘clicking on’ the photo of the absent student in the PC class. A student is deemed absent if they are not physically present in the classroom or teaching space.
• The Pastoral Care leader is to save the roll once this process is complete.

• The Student Administration Officer uses the pastoral roll to monitor student absences in the attendance package and produces a Daily Attendance Report. The Daily Attendance Report is a record of students who are absent, late or will be leaving during the day.

• The Student Administration Officer (or appropriate support staff) files all student notes and communications in the student file each day after explanations have been entered into the attendance package.

• Attendance Reports are produced by the Student Administration Officer for Pastoral Care Leaders and Pastoral Coordinators to assist in the identification of students with attendance concerns.

Student Absence and Lateness

In the event of a student absence:

• A letter (from parent or carer) explaining the reason for the absence must be submitted to the Student Administration Officer on the day the student returns to school. It is the responsibility of the student to submit all permission and absence notes directly to Student Administration. These are to be placed in the Year appropriate drop-box.

• If a student is to be absent for longer than one week parents are expected to contact the Principal in advance either by email or letter. The Principal’s PA will then advise the appropriate College personnel including the Student Administration Officer and the student’s teachers.

• If the school has not received a text of a student absence prior to the day on which they are absent a text message is sent to the parent or guardian’s nominated mobile telephone.

If a student arrives late she is to:

• Sign into the attendance system using the self-serve station at Student Administration.

• The system will print two late passes. One is for the class teacher she has at that time and the other is for a parent to sign to explain the absence.

• If the student has a note to explain the absence she will then immediately pass the note and the Late Pass to the Student Administration Officer. If she does not have a note she will take the Late Pass home to be signed and return it to her Pastoral Class Leader the next day.

• She will show the Late Pass to her class teacher to let her into class.

Class Rolls

Class rolls will be marked each scheduled lesson. The following procedures apply to the marking of class rolls:

• Using their personal identification and password, subject teachers will log onto the attendance package and select the class per lesson. Classes are identified by class MAZE codes.

• An absence is recorded by selecting or 'clicking on' the photo of the absent student in the PC class. A student is deemed absent if they are not physically present in the classroom or teaching space.
• The subject teacher is to save the roll once this process is complete.
• Teachers who teach in an environment with no access to a laptop or computer (for example, teachers of Outdoor Physical Education Units) are to follow the process for Relief teachers outlined below.

**Pastoral and Class Rolls for Relief teachers**

A teacher substituting for a regular Pastoral Care leader or Class teacher is required to record absences correctly.

• Relief teachers will, with lesson plans and resources, be provided with a class specific paper roll and an *Absent from class without known reason* form (Pink Slip).

• During Pastoral Care time, all relief teachers mark their class roll and complete an *Absent from class without known reason* form (Pink Slip). Relief teachers are to return this roll and slip to the student Administration Officer as directly as possible after Pastoral Care time.

• During Periods 1 and 2 and Periods 5 and 6 all relief teachers mark their class roll and complete an *Absent from class without known reason* form (Pink Slip) which is collected by the student courier.

• Should a courier not present to the classroom within the first fifteen minutes, relief teachers are to send a student to Student Administration with the completed roll and pink slip.

• Class rolls and pink slips from Periods 3 and 4 will be taken to Student Administration at lunchtime or with the Period 5 roll, whichever is more practicable.

Daily rolls on the attendance package will be checked by the Student Administration Officer and relevant Assistant Principal to monitor accurate record keeping and consistent
Short Period Absences from Class

If a student wishes to leave class to attend an appointment the following procedures apply:

- The student brings a note from her parent or carer stating the time she needs to leave the College, the time at which she will return and the reason for her absence and gives this to the Student administration Officer.
- The student is issued with a Leave Pass which states the time she is leaving, the time at which she will return and the reason for her absence.
- The student shows her Leave Pass to her class teacher before leaving class.
- The student’s record on the attendance package will present as AA to class teachers from the time she has left the college till the time she returns.
- The student signs in on her return by giving her Return to School/Class Pass to the Student Administration Officer.

If a student wishes to leave class to go to First Aid the following procedures apply:

- The student seeks the permission of her Pastoral Class Leader, class teacher or teacher on duty to attend Sick Bay.
- The class teacher writes a note in the Student Organiser giving the student permission to attend Sick Bay.
- The student reports to Sick Bay where her status is checked and then monitored.
- The time at which the student arrived and the reason for her attendance at First Aid are recorded by the First Aid staff member in the attendance package.
- The student’s record on ID Attend will present as S to class teachers from the time she has left the class till the time she returns.
- If the student is well enough to return to class the First Aid staff member issues her with a ‘return to class’ note from the attendance package which has the name and photo of the student, the date and time of return to class.
- If the student requires to be sent home a call is made by the First Aid staff member to the parent or guardian, and the student waits in First Aid until the parent or guardian arrives.
- If the parent or guardian wishes to take the student home the First Aid Attendant will enter into the attendance package that she has left the school. This will present on the class roll as S.

If a student wishes to attend an appointment with one of the College Counsellors the following procedures apply:

- The College Counsellor supplies the student with an appointment note which includes the date and time of the appointment.
- The student shows the note to her class teacher who signs it before she leaves class.
- The College Counsellor issues the student with a ‘return to class’ note which includes the date and time of return.
- The student shows the ‘return to class’ note to her class teacher on her return.

If a student wishes to attend a music lesson the following procedures apply:
• The Arts Coordinator supplies the Student Administration Officer with a list of music students and the dates and times that they will attend music lessons during each cycle. This will be recorded on the attendance package by the Student Administration Officer and will appear as AA on the class roll.

• The Arts Coordinator provides each music student with a Music Pass which indicates the time, duration and location of her music lesson.

• The student shows the Music Pass to her class teacher before she leaves class to attend her music lesson and upon her return.

Part Time Students or Those on Graduated Return

With the approval of the Principal those senior students who, as a result of their involvement in College sanctioned academic, music, dance, sporting or vocational educational programmes undertaken during school hours and off campus, or those students encountering ongoing health problems or disability, may be granted part time status or a graduated return.

In order to ascertain those students who will be granted part time status or graduated return:

• A meeting will be held with the student and her parents (where appropriate) and the Vocational Education Coordinator, or the Assistant Principals Curriculum or Pastoral Care to determine the reason for her application to be granted part time status or graduated return.

• The student and her parents will seek agreement from the Principal to enrol on a part time basis or have a graduated return.

• The principal will determine the outcome of the request in collaboration with the relevant Assistant Principal.

If in principle approval for the student to be granted part time status or a graduated return is given by the Principal:

• And the child is under 17 years of age the parents will be required to apply to the Chief Executive (ACT DET) for an Exemption Certificate and a copy of the certificate retained on the student’s file.

• If successful, information regarding the application will be given to the Assistant Principal Staffing and Administration or Assistant Principal Curriculum who will create a part time timetable for the student.

• A copy of the student’s part time timetable will be given to the student, the Assistant Principal Pastoral Care, the Assistant Principal Curriculum, the Year Coordinator, the Pastoral Class Leader, relevant teaching staff, the Student Administration Officer, and to the Vocational Education Coordinator, Library staff and the First Aid Officers (where appropriate).

• In the case in which a part time student in Year 7 –10 attends the Library rather than her scheduled class the Library staff will create a ‘sign in’ and ‘sign out’ register and monitor her attendance.
A student who is granted part time status:

- Is expected to attend all scheduled classes and PC classes as negotiated.
- Sign in upon arrival at Student Administration using the attendance package self service station.
- Sign out upon departure at Student Administration using the attendance package self service station. If the student wishes to sign out but has a class later in the day the student will have to sign out through the Student Administration Officer.
- If in Year 7 –10 and required to go to the Library during scheduled lesson times, is to sign in on her arrival and sign out when she departs.
- Will be required through her parents to contact the Student Administration Officer on the morning of any absence and her parents are to write an explanatory note which the student will give to her Pastoral Care Leader on the day on which she returns to school. The Student Administration Officer will record her absence.
- A student on a graduated return will be marked present for the time spent at school and absent with a valid Exemption Certificate for time not at school.

The part time status of students will be reviewed at regular intervals.

**Leave from Class without Permission**

In order to monitor students who leave class without permission the following procedures apply:

- Junior students are not permitted to leave class unless they have written permission from teaching staff, the College Counsellor or the Arts Coordinator.
- If it is noted by a class teacher or the Student Administration Officer that a junior student is not in class, the Student Administration Officer will initially check her whereabouts using the attendance package and then inform the Student Administration Officer and/or Year Coordinator who will inform the parents that she is not in class.
- If a student fails to attend a lesson or lessons without written permission to do so she may be expected to make up the time on detention.

**Procedures for Monitoring the Attendance of Senior Students**

It is a requirement of the College and the BSSS that all senior students are present for all scheduled lessons. Further, it is a requirement of the College that senior students are present each day for their Pastoral Care lesson at 8.55 am. After Term 1 of Year 11, senior students may leave at 11.10am except on Wednesdays when they can leave at 12.35 pm, provided that they do not have any scheduled lessons and have their parent's written permission to do so. Senior students are not permitted to be off campus or to attend an appointment before the above times unless they have written permission to do so and have been provided with a Leave Pass by the Student Administration Officer. Parents are requested to make appointments outside of school time, (for example driving lessons, physiotherapy appointments) and avoid scheduling family holidays or the like during term time. Leave for holidays will not normally be approved. Absences for appointments such as driving lessons will not be approved by the College.

The following procedures apply when a senior student is absent:
• If a student has an appointment during the day, she is required to bring a note of explanation from her parents and hand it to the Student Administration who will issue the student with a Leave Pass. On return, the student must sign back in at Student Administration and get a Return to School Activity Pass. Due cause and adequate documentary evidence will be used to determine if the absence will be considered an approved absence.

• As soon as possible after returning to school after an absence, students must submit a note from parents/carers to the drop-box at Student Administration explaining the absence. The note must include the date of the absence/s, show due cause and have submitted with it any other relevant documentary evidence for non-attendance, for example, medical certificates etc.

• Absences beyond this time will be considered ‘Unapproved’. As per BSSS policy, students who accrue more than 10% of unapproved absences will void the unit of study in which the absences have occurred.

• If a student misses an assessment item due to illness, a doctor’s certificate will be required. Upon return to school, it is the student’s responsibility to see her teacher about the missed item, and it will be normal practice to request that the student complete an equivalent or alternate piece of assessment.

• The College’s Semester and Mid-Semester Reports show the number of unapproved absences. It is important to note that more than six ‘Unapproved’ absences can lead to the student receiving a V (or Void) grade for the Semester Unit. This has serious implications for the award of the Year 12 Certificate as well as for the completion of requirements for university entry for T students. If a student misses an assessment item and due cause with adequate documentary evidence is not supplied or the absence is not approved, the student will receive a notional zero for the assessment item.

It is the role of the Student Administration Officer to oversee the process for recording senior student attendance. In consultation with class teachers, Pastoral Coordinators, Assistant Principal Pastoral Care and the Assistant Principal Curriculum, the Student Administration Officer will:

• Use the attendance package to generate a weekly report of senior student class absences.

• Issue a letter generated from MOLE to students who have accumulated three unexplained or unapproved absences to request an explanation of absence.

• Issue a letter generated from MOLE accompanied by a Void warning to students who have accumulated six explained or unapproved absences.

Should a student continue to accumulate unexplained or unapproved absences she and/or her parents may be counselled by the Pastoral Coordinator, the Assistant Principal Curriculum or Assistant Principal Pastoral Care about the risk of voiding the unit or units in question. Should the student continue to accumulate unexplained or unapproved absences (more than 10% of scheduled classes) she may void a unit or units.

The Assistant Principal Curriculum and Assessment will monitor the issuing of void warnings throughout the semester. Should patterns of absenteeism for a student appear in one or a number of subjects, the student and her parents may be counselled by the Pastoral Coordinator, Assistant Principal Pastoral Care or Assistant Principal Curriculum and Assessment.
Procedures to Encourage Attendance at School

All strategies should be documented and the details recorded in MOLE or on the student’s file.

When a student has been absent for three or more days without contact having been made with the school, the Pastoral Class Leader will phone the parents to ascertain the reason for the absence and offer pastoral care as appropriate to the circumstances.

Where the reason for absence is not satisfactory or the student is reluctant to return to school the Pastoral Class teacher will attempt to encourage a return to school.

Where the approach by the Pastoral Class Leader is unsuccessful or a pattern of irregular attendance develops the matter should be referred to the Pastoral Coordinator who will make contact with the family and arrange for an interview with the parents and child in order to encourage attendance. The Assistant Principal Pastoral Care should be involved in this interview.

Depending upon the outcome of the meeting the school may seek the assistance of the School Counsellor or Parish Priest to assist the child/parents with a return to school. Other strategies as appropriate to the circumstances and within the resources of the school will be explored. These may include:

- A graduated return
- adjustment to class groupings or timetable
- enlistment of the support of the School Support Team
- Peer Tutoring support
- meeting with the School Counsellors
- enlistment of the support of the Indigenous Education Assistant (CEO)
- liaison with external medical, counselling or community support services.

Where the approach/es by the Assistant Principal is/are unsuccessful the matter should be referred to the Principal who should make contact with the family and arrange for an interview with the parents and child in order to encourage attendance. The Principal should ensure the parents are aware of their obligations under the Act and make contact with external agencies that may be able to assist. Depending upon the circumstances these agencies may include:
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<thead>
<tr>
<th>Name of Agency</th>
<th>Contact phone number</th>
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<tr>
<td>CatholicCare – School Counselling</td>
<td>Internal Extension 425 and 444</td>
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<tr>
<td>Parish Priest</td>
<td>As applicable</td>
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<tr>
<td>Family GP</td>
<td>As applicable</td>
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<tr>
<td>CAMHS</td>
<td>6205 1971</td>
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<tr>
<td>FACES – Family and Adolescent Centre</td>
<td>6162 6100</td>
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<tr>
<td>Care and Protection Services</td>
<td>133427 (general enquiry)</td>
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<td>1300 556 728 (mandated persons line)</td>
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In the event that all possible avenues available to the school to encourage attendance have been exhausted without success, the Principal will make contact with the relevant Catholic Education Office School Services Officer for advice about arranging a meeting with an authorised non-government person.

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