



Marist College Kogarah

ATTENDANCE POLICY

Marist College Kogarah regards attendance at College as a priority for its students. Records are kept of student attendance at all major school functions as well as the daily attendance requirements. Parents/Guardians are made aware during the enrolment process of the importance of attendance and the expectations to be met in regards to major school functions. Attendance at all school functions is the shared responsibility of the school, parents/guardians and the students. Each has specific procedures that need to be adhered to in order to ensure best practice in monitoring student attendance.

The SCS policy, for Procedures for Student attendance in NSW Catholic Schools underpins this policy. The Procedures for Student Attendance and related matters are available through the Sydney Catholic Schools attendance guidelines which can be accessed at: <https://goo.gl/9W24UW>.

This policy is set out with guidelines for all stakeholders to follow.

School Responsibilities

1. Each student will be recorded as present or absent at the time of morning Homeroom by the designated Homeroom Teacher via the Sentral Web-Based Marking system (or in the absence of the normal Homeroom Teacher, the casual will use a paper-based copy and forward to Student Services for processing).
2. The daily absences will be processed by the Sentral Attendance package or added manually by the Student Services Officer.
3. When daily absences are recorded, the Sentral Attendance system will automatically allocate the appropriate codes as specified by the NSW 2012 Attendance Legislation requirements.
4. Parents/Guardians will be notified via SMS of those students who have not made contact with the College and are marked as being absent. This contact is to establish clarification of the status of the student at that time.
5. The College will conduct a second roll call at the beginning of Period 5 each day (except Thursday). Each teacher of a Period 5 class is to complete an electronic roll noting any students who are absent from their class. In the case of a casual teacher, it is expected that they complete a paper roll and return to Student Services for input, no later than 3.00 pm.
6. The Student Services Officer will then check for any irregularities in the attendance information taken from the morning roll call. Should there be any irregularities detected, the Assistant Principal will be notified. In those cases where a student is presumed missing, a parent/guardian of the student will be notified.
7. On Thursday afternoon it is the responsibility of the staff supervising the sports activity to keep an accurate roll of those students attending and return to the Sports Co-ordinator's pigeonhole by 8.00 am the following day.
8. Fortnightly rolls will be produced by the Student Services Officer and signed by the Principal, as the proxy for the Minister for Education. This will include all codes, as required by the NSW 2012

Attendance Legislation requirements. The rolls are to be retained for a period of seven years.

9. As required by the NSW 2012 Attendance Legislation requirements, a term summary is produced for each student covering their attendance and is also retained for a period of seven years.
10. Students who are arriving/departing from the College at irregular times will present to Student Services and use their identification cards to swipe and record their arrival/departure times on the Sentral database system.
11. The College will endeavour to encourage attendance at all school functions through a range of incentives implemented throughout the year.
12. Students who display serial absenteeism will have their parents/guardians notified.

Parent/Guardian Responsibilities

1. When a student is absent from the College, parents/guardians are requested to wait for the official College SMS to be received and then immediately reply via SMS the reason for the student's absence.
2. In the case of a parent/guardian who does not have a mobile telephone, or has not responded to the College SMS, a letter will be forwarded home for completion and return to the College Office confirming the student's absence. This letter must be returned within seven (7) days of the absence, as required by NSW State Legislation.
3. Parents/Guardians are not required to provide a written note if they have responded to the College SMS.
4. In the event of an extended period of absence (three or more days), the parent/guardian is to notify the Year Coordinator or his/her representative of the likely length of the student's absence. This is to provide the opportunity for the Year Co-ordinator to liaise with the student's teachers regarding any class or assignment work that needs to be undertaken where possible.
5. In the event of a student's early departure/late arrival, the parent/guardian will notify the Year Co-ordinator in writing of the circumstances that will necessitate absence for part of the day. This written notification is to accompany the student seeking absence and should be presented to the Year Co-ordinator at the earliest opportunity on the day the absence will take place. This allows the Year Co-ordinator the opportunity to clarify, if necessary, the reasons for such an absence.
6. Under changes to the NSW Education Act (2015) relating to student attendance, should a parent wish to request that a student holiday/travel during the school term, the table below indicates the required procedure/ form to be used:

Reason	Document / Form To Be Used
Holidays / Travel from 1 - 100 Days inclusive	<i>A1 - Application for Extended Leave – Travel</i>
Exemption from attendance at school: <ul style="list-style-type: none">● Exceptional circumstances● Employment in entertainment industry● Participation in elite arts or elite sporting events	<i>A2 – Application for Exemption from attendance at School</i>

In relation to periods of extended leave, the College requires that parents seek approval from the Principal at least **one month** in advance.

Student Responsibilities

1. It is the student's responsibility to present themselves to the Homeroom Teacher at the start of the homeroom period in order to be marked as present.
2. In the event that the student is late to school (ie arrival after 8.45am and before Period 1 commences), they are to present themselves to the Student Services Officer in the College Office and sign in late. The student will be given a late slip that he must present to his Homeroom Teacher. If the student arrives after 9.00 am, they must follow the same procedure and present the late slip to their class teacher. If the student does not sign in when arriving late they will be marked as absent.
3. Year 12 students who have a Senior Flexible Timetable are permitted to arrive/depart from the College at appropriate times. However, they must also present to Student Services with their identification card, to ensure they are not marked absent in Homeroom, and receive a late/early slip.
4. Years 11 and 12 students who attend TAFE on a Tuesday must sign out at the College Office, no earlier than 12 noon, and receive an early departure slip.
5. In the event of a student's early departure/late arrival, the student must present to the Year Co-ordinator a parent/guardian written request stating the circumstances that will necessitate absence for part of the day. This written notification is to accompany the student seeking absence and should be presented to the Year Co-ordinator at the earliest opportunity on the day the absence will take place. This allows the Year Co-ordinator the opportunity to clarify, if necessary, the reasons for such an absence.
6. The Year Co-ordinator will sign the written request if he/she agrees to the student's early departure. When the agreed time of departure arrives the student must firstly notify their classroom teacher by providing the signed early departure note. Before leaving the College, the student must present to Student Services with their note and identification card. An early departure slip will be given to the student acknowledging their early departure.
7. It is understood that once a student has left the College for reasons of leave that they are going directly to that place that has necessitated the leave.
8. Every student is to ensure that all relevant correspondence regarding attendance be presented to their Homeroom Teacher or to Student Services