



Attendance Policy

Rationale

At Cardijn College we believe that students need to attend school regularly and to participate fully in their learning in order to gain maximum benefit from their schooling. Regular attendance enables students to access a full education, providing greater opportunity to reach their full potential. School staff will encourage and emphasise attendance and punctuality.

The Education Act (1972) requires that children of compulsory school age 6 - 17 years are enrolled at and attending school. Once a child is enrolled, they are required by law to attend school. The responsibility for meeting this legal requirement rests with the parent/caregiver.

Policy Statement

Cardijn College:

- recognises the importance of student attendance at every scheduled school day
- recognises the importance of individual student management and recording of student attendance and non-attendance
- recognises the importance of communication with parents/caregivers in relation to student attendance.

Responsibilities

The School Board will:

- develop, monitor and review the Policy in accordance with legal requirements and the Church's teachings
- allocate resources to facilitate ongoing training and support for staff in relation to student attendance.

The School Leadership will:

- liaise with parent/caregiver by phone, email, letter and document interventions, strategies, home visits, phone calls and include them in student's file
- support parent/caregiver to apply in writing and complete the appropriate documentation for approval of temporary or permanent exemptions
- liaise with parent/caregiver regarding modified attendance, alternative programs, health care plans, restorative practices and curricular support
- report high unexplained absences of Aboriginal students to the Indigenous Education Unit at Catholic Education SA (CESA)
- contact a DECD Attendance Officer, if attendance issues are not resolved or if a student is absent for ten (10) days or more per term

Date approved: May 2014

Date of next review: 2017

Related Policies:



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- oversee the ongoing monitoring and re-engagement of the student once a referral has been made
- maintain an oversight of student attendance every month and provide a regular report to the Principal.

The Teaching staff will:

- monitor each student's attendance and/or lateness
- record accurate attendance data on the attendance sheet and the reason for non-attendance
- contact the parent/caregiver either by letter, note in the student planner, via email or telephone regarding a student's unexplained non-attendance
- liaise with the House Leader if communications with parent/caregivers are unsuccessful
- build and maintain good relationships and open lines of communication with the student and their family
- ensure that the Attendance records are accurate.

House Leaders will:

- phone parent/caregiver and ascertain the reason of unexplained absence after three days of non-attendance
- liaise with Homeroom teachers regarding strategies to re-engage the student to attend school
- liaise with Heads of School and Deputy Principal when parent/caregiver contact is unsuccessful
- liaise with Heads of School and Deputy Principal when ongoing absences occur.

Front office staff will:

- manage all late and early student departures
- ensure any correspondence or messages regarding absence are recorded in DUX and communicated to Homeroom teachers
- manage all attendance data on DUX daily
- ensure the SMS non-attendance system is operational no later than 11:00 am
- distribute daily attendance data sheets to House Leaders as required.

Parents and Caregivers will:

- ensure that their child/children attend school every day during term time
- support their child/children to arrive at school by 8.35am
- notify the school via the Absentee line or SMS line no later than 9am if their child is unable to attend on a particular day
- on request, supply a medical certificate for long absences of their child

Date approved: May 2014

Date of next review: 2017

Related Policies:



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- provide the reason for lateness by communicating in their child's diary, in person, by phone call, SMS or email
- notify Student Reception if their child is to leave school early by writing a note in the student planner, contacting the absentee line, or leaving an SMS or email
- let the school know if an extended absence is likely
- inform the Principal in writing, prior to a planned extended absence from school
- make sure that all emergency contact details, including the parent/caregiver's mobile telephone number, are up to date and current.

Students will:

- arrive at school no later than 8:40am to attend morning homeroom
- ensure that they report to Student Reception to sign in and collect a late stamp if they arrive after 8.50am and present this to their homeroom teacher or subject teacher
- be punctual and attend all lessons during the school day
- obtain an early departure slip from student reception upon presentation of parental consent
- sign out at student reception if leaving the school early
- present reason for absence when they return to school.

Date approved: May 2014

Date of next review: 2017

Related Policies: