



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 must be enrolled in and attending school from when they turn **6** until they turn **16**. Compulsory education age means that students aged **16** must be in an approved learning program until they turn **17**. 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 communicating 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

The School Leadership will:

- liaise with parent/caregiver by phone, email, letter and document interventions, strategies, home visits, phone calls in a timely manner 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 DfE (Department for Education) Attendance Officer, if attendance issues are not resolved.
- 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.
- allocate resources to facilitate ongoing training and support for staff in relation to student attendance.

Date approved: April 2022

Date of next review: April 2025

The Teaching staff will:

- monitor each student's attendance and/or lateness
- record accurate attendance data on the student management system and the reason for non-attendance
- support in the follow-up process regarding a student's unexplained non-attendance
- liaise with the relevant POR (Position of Responsibility) or extended leadership team member 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.

POR (Position of Responsibility) Leaders will:

- phone parent/caregiver and ascertain the reason for extended unexplained absence
- liaise with teachers regarding strategies to re-engage the student to attend school
- liaise with a member of extended leadership when a parent/caregiver contact is unsuccessful
- liaise with a member of extended leadership 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 the student management system
- manage all attendance data on the student management system daily for excursions and from the absentee line or emails
- ensure the SMS non-attendance system is operational as soon as possible and no later than 11:00am
- raise issues of concern regarding attendance information to leadership staff as necessary.

Parents and Caregivers will:

- ensure that their child/children attend school every day during term time
- support their child/children to arrive at school on time every day
- 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
- provide the reason for lateness by communicating with the school
- notify the school if their child is to leave school early by contacting the absentee line, or leaving an SMS or email
- let the school know if an extended absence is likely.
- request permission from the Principal in writing, prior to a planned extended absence from school
- work in partnership with the school to ensure their child is attending school every day
- make sure that all emergency contact details, including the parent/caregiver's mobile telephone number, are up to date.

Students will:

- be present at school on time
- ensure that they follow the necessary processes if they arrive to school late on any particular day
- be punctual and attend all lessons during the school day
- ensure that they follow the necessary processes if they leave school early on any given day
- present reason for absence when they return to school.