ATTENDANCE POLICY

Marist Catholic College Penshurst MCCP encourages students to attend school in order to maximise their potential. MCCP has a responsibility in partnership with parents to promote regular attendance of students. The SCS document, Procedures for Student Attendance in NSW Catholic Systemic Schools, underpins this policy. The Procedures for Student Attendance in NSW Catholic Systemic Schools and related attendance matters are available through the Sydney Catholic Schools (SCS) attendance guidelines which can be accessed at:

https://sites.google.com/a/syd.catholic.edu.au/t-and-l-compliance/attendance

The Principal is responsible for:

- Ensuring the attendance records are maintained in a Sydney Catholic Schools -approved format and are an accurate record of the attendance of students.
- Approving exemption and special leave from school.
- Transferring unsatisfactory attendance information to student files.
- Endorsing the official roll records at regular intervals throughout the year. The Principal must endorse this copy, certifying its accuracy. (Certifying accuracy in a PDF can be shown in the file name or including a comment in the PDF using the ‘comment’ function.). Once signed, this copy becomes the official record of attendance and must not be amended. A school must be able to access archived records for individual students at any time (Including attendance records of Alumni Students).

The Assistant Principal is responsible for:

- Overseeing the effective fulfilment of recording requirements for attendance.
- Overseeing the effective monitoring of consistent attendance.
- Informing staff each year on the attendance marking requirements and to induct any new staff to the school in roll marking.
- Working with Leaders of Wellbeing in developing a school based attendance improvement plan (SBAIP) for any student who is not displaying regular attendance.

The Director of Pedagogy and Administration is responsible for:

- Training any temporary/casual staff in the roll marking expectations. This should also be included in the Casual Teacher’s Handbook.

The Leader of Wellbeing shall be responsible for:

- Approving student leave for part of the school day.
- Contacting parents when a student has been absent for three consecutive days.
- Investigating any incidents of unexplained absence and putting in place consequences for this behaviour.
- Monitoring patterns of consistent absence of students.
- Discussing patterns of student absence with Pastoral Care Class Teachers on a regular basis and developing appropriate strategies to deal with identified issues.
- Notifying parent(s) of poor school or class attendance.
• Developing a school based attendance improvement plan (SBAIP) in collaboration with the Assistant Principal for any student who is not displaying regular attendance. Concern may be triggered by unexplained absences, regular absences or absences that tally to more than 10 days in a given school term.

Each Pastoral Care Teacher shall be responsible for:

• Maintaining an accurate daily record of attendance of students in their Pastoral Care Class.
• Monitoring each student’s pattern of attendance in their Pastoral Care Class.
• Discussing patterns of student absence with the Leader of Wellbeing and developing appropriate strategies to deal with identified issues.
• Obtaining written parental explanation for any unexplained absences. If absence is still unexplained after 7 days it is marked as an Unexplained Absence and a demerit is issued.

Subject teachers shall be responsible for:

• Recording student absences from each of their classes in period by period roll marking.
• Approving student leave from part or all of any particular class, if required.

The Student Services Officer shall be responsible for:

• Ensuring that Pastoral Care Class rolls have been completed in Sentral.
• Recording in Sentral student absences explained by parents/guardians using the College’s phone message bank or telephoning the College. Otherwise the student is marked as an unexplained absence until a parent/guardian note or email is received.
• Overseeing students swiping into Sentral who arrive late or need to leave early. If a student does not have a note to leave early and have not seen the Leader of Wellbeing, the Office Support Staff may phone the parents in order to clarify the situation and then record the response and reason for the departure.
• Stamps a student diary for late arrival to school. If a note of reasonable explanation is not presented a demerit will be issued by Student Services.
• Sending an SMS to parents/guardians of students who are absent and who have not contacted the school on the day.
• Providing the Leaders of Wellbeing with a copy of the absences for their year group each day and a weekly report.
• Providing the Pastoral Care Teacher with a weekly report of any unexplained absences.
• Checking that Period by Period rolls are being completed and reporting any unexplained absences to the Leader of Wellbeing.

Students are responsible for:

• Remaining within the boundaries of the school property on arrival at school. With the exception of early leave approved by the Leader of Wellbeing, no student shall leave the school premises before the end of the school day without the permission from the Leader of Wellbeing.
• Presenting a parental note to Student Services if he/she arrives late.
• Presenting a parental note to the Leader of Wellbeing if he/she needs to leave school early.
Parents are responsible for:

- Ensuring that their children attend school every day the school is open for their instruction.
- Contacting the school on the day their son/daughter is absent before 9am to explain the absence.
- Providing a note if their son/daughter arrives late to school or needs to leave early.
- Requesting leave from school for their child for any period of time for reasons other than illness. This application form is located on the school’s website or can be obtained from the College Office. Exemption from school is approved by the Principal.
- 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 or engagement with school.
- Explaining the absences of their children from school promptly by means such as a telephone call, written note or email to the school within 7 days from the first day of any period of absence. If absence is still unexplained after 7 days it is marked as an Unexplained Absence.