PURPOSE

This Policy is to provide a framework and guidelines for staff in relation to responsibilities with Roll Marking and Student Attendance.

GUIDELINES

Parents will notify the College of their child’s absence by phoning the Absence Line or sending an SMS or email. This absence will be processed by the Attendance Officer in the General Office. If parents contact a Teacher regarding an absence, this is to be given to the Attendance Officer immediately to process.

The Attendance Officer will contact the relevant Learning Advisor regarding an absence that they become aware of that is of a serious or of a long term nature (death of a family member, serious illness etc).

Teachers in charge of an excursion or event are to provide a list to the Attendance Officer the day prior to departing, to be entered as a ‘prior notification’ and on the day provide a list of actual students attending, this can be a manual list. This allows other teachers to see where a student may be on this day.

Class teachers are to ensure that the roll for their class is marked within 15 minutes of the class commencing.

Students participating in Instrumental Music Lessons will be marked as ‘Educational’ #600 by the Attendance Officer.

If a student already has a prior absence or event processed, staff should NOT override this to ‘Unexplained Absence’. If a teacher does override this pre-existing absence to Unexplained Absence, they may be required to call the parents to apologise (they will receive a SMS notifying them of this absence).

Parents will be sent an SMS at 12noon daily, if their child is absent in Session 1 or 2. If a student is absent in Session 3 or 4, an SMS will be sent at 4pm.

The Attendance Officer will daily print the list of unexplained student absences off and if any anomalies are identified, contact the class teacher to confirm what has been processed.

The Attendance Officer will send out ‘Unexplained Absence’ letters to parents at the conclusion of each month, and will process the returned letter information provided. This will assist the College in having less unexplained absences, identify incorrect attendance processing and bring greater accountability to parents and students on their attendance.

REVIEW OF POLICY

This policy will be reviewed in 2017.