

**PURPOSE**

This policy is to provide a framework and guidelines for staff in relation to responsibilities for roll marking and student attendance.

**GUIDELINES**

Parents/carers will notify the College of their child's absence by logging into Compass and following the prompts to fill out the details of any absences listed on the Compass home screen. They can also phone the Absence Line or send an email. (NB. SMS replies are no longer supported). This absence will be processed by the Attendance Officer in the General Office. If parents/carers contact a teacher regarding an absence, this is to be passed on by the attendance officer as soon as possible where it will be entered on Compass.

The Attendance Officer will contact the relevant Learning Advisor/Learning Community Leaders 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 required to provide a list of attending students to the Attendance Officer at least 24 hours prior to departing. Teachers are to note that this is to be entered as a Compass Event by themselves or the Attendance Officer. On the day of the excursion or event, a list of students should be marked using the Compass Event prior to leaving.

If a teacher is unable to mark the roll on the Compass Event they are asked to make a prior arrangement with the Attendance Officer to receive a manual list before the day of the excursion.

Class teachers are asked to ensure that the roll for their class is marked within 20 minutes of the class commencing.

Instrumental Music teachers will mark a roll for the participating student on Compass.

Parents/carers 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. Parents/carers will also be sent an SMS at 4pm daily, if their child is marked as late to any class.

**REVIEW OF POLICY**

This policy will be reviewed in 2017.

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<sup>1</sup> | This policy will be reviewed in 2017.