

ST CLARE OF ASSISI PRIMARY SCHOOL



ATTENDANCE POLICY

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St Clare of Assisi Primary School adheres to the Catholic Education Archdiocese of Canberra and Goulburn's Policy. This policy can be accessed via the following link:

<https://intranet.cg.catholic.edu.au/formandpolicies/layouts/15/WopiFrame.aspx?sourcedoc=/formandpolicies/Lists/Policies%202015/Attachments/91/Attendance%20at%20School%20-%20ACT%20Policy.pdf&action=default>

St Clare of Assisi Primary School implements this policy through the following procedures:

Purpose

The Class Roll is an official register of attendance and must be maintained correctly to ensure that it complies with the *Education Act 2004* (the Act). Apart from the School Principal or Assistant Principal, the Minister of Education can request this record of attendance or other people authorised by the Minister. The Class Roll is to be marked accurately as to record attendance of each half-day, as required by the Public Instruction Act.

Policy Principles

- To clarify the responsibilities of ACT Catholic System schools in encouraging attendance, reporting and dealing with absenteeism as determined in the Education Act 2004 (the Act)
- To clarify the statutory obligations on parents under the Act
- To provide consistency in school attendance record keeping procedures throughout the ACT Catholic School System
- To ensure that attendance data is credible and accurate

Attendance records may be required as proof of a student's enrolment and attendance for a variety of purposes, such as eligibility for Youth Allowance or matters being dealt with by the Family Law Court.

Definitions

- **Approval Statements** - This is a formal statement issued by the Chief Executive permitting a child or young person to engage in specific employment or training for a defined period
- **Attendance Records** - Any and all hard copy documents or electronic records, which in some way record both the attendance and non-attendance of a child at school, scheduled sessions at the school and/or an approved educational course
- **Authorised Person** - A person appointed by the Chief Executive of ACT Education and Training Directorate (the Directorate) under Section 119 of the Act
- **Compulsory School Age** - A child is of compulsory school age if the child is at least 6 years old and under the age that the first of the following happens: the child completes Year 12 or the child is 17 years old
- **Exemption Certificate** - Is a certificate issued by the Chief Executive exempting a child from the requirement to be enrolled with an education provider or registered for home education; or the full-time participation requirement
- **The System's record keeping system** - The computer application and database used in the System to record details of student enrolments and related matters. This is currently known as MAZE
- **Parent** - A person having parental responsibility for a child under the Children and Young People Act 2008, including a person who is a carer, i.e. a person who provides regular and substantial care for the child or young person
Strict Liability Offence An offence that does not require proof of negligence or intent. It applies irrespective of a person taking reasonable care
- **Student** - A person who is enrolled as a student in a school in accordance with section 100 of the ACT

Procedure

St Clare of Assisi Primary School has adopted the Civica Education Suite – CEO Canberra Goulburn for operating Digital Rolls.

Teacher Responsibility

As part of the legal responsibility to comply with daily attendance data teachers are required to;

Log onto the digital roll at <http://ces.cg.catholic.edu.au/> each morning and afternoon and record attendance. Mark a paper copy of the class list each morning recording absences only.

Each Friday staff are required to:

1. Log onto the digital roll and check all unexplained absences (red x);
Send home the duplicate Absent Note retaining one copy
Amend rolls as notes are received;
2. Check 2 weeks prior for any remaining unexplained absences (red x)
and mark electronically as absent (A)
3. File duplicate note into correctly marked weekly notes.

In Weeks 5 and 10 staff will receive a class summary of weekly attendance data. Any unexplained absences will be highlighted (@).

Teachers will be required to;

1. Follow up any unexplained absences on the summary sheet and amend digital rolls.
2. If a student is away for three or more days, without explanation, the teacher needs to make contact with the Parent or Guardian of the student. Also if a student is regularly absent or late the teacher is to inform the Principal and the "Absenteeism and Lateness Notification" letter is to be sent home.
3. When a child returns to school and a written explanation is not forthcoming, the following protocol is to be followed;
 - Step 1 – on the child's return to school without a written explanation a verbal reminder is issued.
 - Step 2 – If after 7 days there is still no written explanation, the "Unexplained Absences" note is sent home.
 - Step 3 – If after a further 7 days there is still no note the absence is marked as unexplained in the roll and a note made in the electronic roll.
4. Each fortnight print off Weekly Attendance by Roll Group and authorise by signing it.
5. Return Attendance Summary for each week of the term with the attached absent notes collated in chronological order for each student in supplied A4 envelope by the Friday 3:00pm of each end of term.

Assistant Principal Responsibility

The Assistant Principal has the responsibility to ensure that teachers fulfil legal attendance data compliance by following agreed practice. The Assistant Principal will:

1. Provide teachers with a Roll Notes File containing class lists and copies of the school duplicate Absent Note;
2. At various times check that attendance data is being recorded;
3. At the beginning of Weeks 5 and 10 print out the class summary of weekly attendance data, highlighting unexplained absences (@) and distributing to teachers;
4. Sign the term cover sheet for all classes verifying absent notes have been provided and attendance data has been updated;
5. Store copies of absent notes in class envelopes, weekly attendance by roll group and Assistant Principal Verification in term bundles.

Encouraging school attendance

If attendance becomes a challenge for a student or family, the school is committed to working closely with appropriate individuals, parents and community organisations having regard for social, cultural and religious factors associated with indigenous students, students from culturally and linguistically diverse backgrounds and socially disadvantaged students.

When school procedures are not successful, the Principal writes to parents, requesting that they and the student meet with an authorised person for the purposes of working together to resolve issues that may be hindering the child's regular attendance. Parents must comply with this written request. The role of the authorised person will vary in each case, depending on individual circumstances. The Principal informs the Catholic Education Office of serious attendance issues.

Students who take extended leave during term time may be given substitute work. This is at the discretion of the teacher after discussion with parents. Parents are also advised of school events, including assessment, which will be missed during such leave.

References

Children and Young People Act 2008 (ACT) <http://www.legislation.act.gov.au/a/2008-19/current/pdf/2008-19.pdf>

ACT Education Act 2004 <http://www.legislation.act.gov.au/a/2004-17/current/pdf/2004-17.pdf>

Territory Records Act 2002 <http://www.legislation.act.gov.au/a/2002-18/current/pdf/2002-18.pdf> Education Options (other than school) http://www.det.act.gov.au/_data/assets/pdf_file/0003/584364/Enrolment-Policy-updates.pdf

Post Year 10 Alternatives http://www.det.act.gov.au/_data/assets/pdf_file/0003/584364/Enrolment-Policy-updates.pdf

Education Participation Requirements

http://www.det.act.gov.au/_data/assets/pdf_file/0003/584364/Enrolment-Policy-updates.pdf

Non-Government School Attendance

http://www.det.act.gov.au/_data/assets/pdf_file/0003/584364/Enrolment-Policy-updates.pdf

Related School Policies

Related CE Policies

Attendance at School (ACT)

Changing the name of a Student

Early Age Enrolment

Retention of students at Year Level

POLICY DATES			
Formulated	2015	Implemented	2016
Reviewed		Next Review Date	2021

UNEXPLAINED ABSENCE



Dear Parents

My records indicate that _____ was absent from school on _____. As I require a written reason for this absence, please complete the form below and return it to me as soon as possible. Thank you.

If you have already sent in a note, I apologise for asking you to do another.

Teacher Signature: _____

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UNEXPLAINED ABSENCE



My child _____ was absent from school on _____ because of _____.

Full Name : _____

Signature: _____

Date: _____