



Student Attendance Procedures

Purpose

The Student Attendance Procedures advises parents/guardians of the steps that are necessary to comply with the *Student Attendance Policy* and ensure that a student's learning is not adversely affected by absences.

1.0 Responsibilities of Students:

1.1 Attendance

The Student Attendance Policy states that students are expected to:

- attend school on all designated school days
- attend and be punctual for all classes, activities and programs.

This includes school excursions, retreats, Masses, assemblies, sport, organized speakers, and any activity deemed by the school to be part of the curriculum.

Students must, where possible, give their homeroom/subject teacher advance notice of ensuing absence due to a College activity and they are responsible for catching up on missed work.

1.2 Absence

On immediate return to school after an absence, students must provide their Homeroom Teacher with a *signed explanatory note* from a parent/guardian explaining the absence. For Unit 3-4 students a medical certificate is required if students miss a SAC while absent.

Absence from class due to a College activity is an excused absence and so no note is required.

1.3 Late to school

- *Prior to 9.00am*

If a student arrives *late* to school, but prior to the conclusion of morning homeroom, the student will be admitted directly to homeroom and marked as late.

A Level One Infringement notice will be issued if a note is not provided explaining the student's lateness.

- *After 9.00am*

If a student arrives *after the conclusion of morning homeroom* the student must report to the office and sign in. For students to be permitted to attend class a parent/guardian must have explained the lateness in writing, in person or by phone on, or prior to, the late arrival.

The student will have a late pass stamped in their planner. This must be shown, to the teacher, on arrival at class.

- *Arriving late and no contact from home*

If a student *arrives after 9.00am with no contact from the parents/guardians* the office will contact the parents/guardians to check the lateness and remind the parents/guardians of the procedure. If the parents cannot be contacted by the school a message will be left for the parents to call back. The student is then permitted to go to class.

An explanatory note must still be provided to the Homeroom teacher the following day.



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1.4 Leaving school early

Students are to remain in the school grounds unless written approval is provided by a parent/guardian to ***leave early***. The homeroom teacher countersigns the note and students must then present this note at the front office when they sign out.

Consequences

The consequence for the student of not complying with these Procedures (1.1 to 1.4) is an after school detention.

1.5 Satisfactory Completion of Courses

Students must attend a minimum amount of all scheduled course hours to satisfy the attendance requirements and therefore satisfactorily complete their studies. At Year 11 and Year 12 a minimum attendance of 80% is required for satisfactory completion of the VCE. This is a benchmark for other year levels.

To satisfy the College's legal responsibilities regarding student attendance staff will monitor student attendance in every class, as well as morning and afternoon Homeroom.

If a student's absence is a matter of concern the following steps will occur:

- (a) The Homeroom Teacher will contact the parents/guardians to discuss the matter. It may be determined that the student is expected to redeem the time missed. The Homeroom teacher is to inform the Student Wellbeing Officer and Year Level Co-ordinator of the outcome. For VCE subjects the "VCE Concern Letter" is sent home by the subject teacher.
- (b) If absence continues to be a concern the Homeroom Teacher and the appropriate Year Level Co-ordinator will meet with parents/guardians.
- (c) If absence continues to be a concern the Year Level Co-ordinator will recommend to the Principal that the student not advance to the next year level.

2.0 Responsibilities of Parents/Guardians

2.1 Responsibilities

In order to support their daughter/son to maximize their education at Saint Ignatius College and to also support the school we ask parents/guardians to ensure their daughter/son:

- attends school on all designated school days
- arrives on time
- attends and is punctual for all classes, activities and programs.

This includes major school events (Swimming, Athletics, Feast Day, Cross Country), school excursions, retreats, Masses, assemblies, sport, organized speakers, and any activity deemed by the school to be part of the curriculum. It is a condition of a student's enrolment that they attend such events.



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2.2 Absent

When your daughter/son is absent, or expected to be absent Parents/Guardians are required:

- ***to contact the school after TWO consecutive days*** and
- provide ***a signed explanatory note*** to the Homeroom Teacher on immediate return to school.

For Unit 3-4 students a medical certificate is required if students miss a SAC while absent.

2.3 Late

If your daughter/son arrives ***after the conclusion of morning homeroom*** in order to be permitted to attend class you must have explained the lateness in writing, in person or by phone on, or prior to, arrival.

An explanatory note must still be provided to the Homeroom teacher the following day.

2.4 Other Absences

As per the Student Attendance Policy, student absence from school includes:

- ***excused absences***
unable to attend due to unavoidable circumstances such as involvement in a school approved activity, specialist medical appointment, illness, injury or family bereavement.
- ***unexcused absences***
truancy, school refusal or other absences such as a family holiday, personal appointments, shopping, attending a concert.

Parents/Guardians are required to notify the Homeroom teacher in writing of any unexcused absences.

Teachers are not expected to provide work for students during an unexcused absence.

3.0 Responsibilities of the College

3.1 Principal

The Principal, as the head of the College, has legal responsibilities in regard to monitoring student attendance as well as ensuring student safety, and monitoring satisfactory attendance and satisfactory completion.

Circumstances may require that the Principal, in consultation with the Deputy Principals and the appropriate Year Level Co-ordinator, gives considers the student's ongoing enrolment at Saint Ignatius College Geelong.

The Principal is responsible for the implementation of these procedures and to ensure that staff, students and parents are aware of its application and that staff implement its requirements.



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3.2 Staff

To satisfy the College's legal responsibilities regarding student attendance staff are required to monitor student attendance in every class.

Teachers are to note late arrivals and early departures and check this against the daily student absence record.

Teachers are not expected to provide work for students during an unexcused absence.

Teachers will provide work for a student who is absent for an extended time due to illness, if parents/guardians believe this is appropriate.

3.3 Homeroom Teacher and Year Level Co-ordinator

To satisfy the College's legal responsibilities regarding student attendance Homeroom teachers are required to mark the electronic roll DURING morning and afternoon Homeroom. The number of days absent from school and attendance at, or absence from, major school events will be indicated on the front of the Semester Reports.

Where a student is away for a third day in a row the Homeroom teacher is to contact the parents ON THAT DAY.

Notes provided by parents/guardians to explain absences are to be collected by the Homeroom teacher and when this has happened the record in the ***electronic roll marking system must be updated***, from Unexplained Absence to Explained Absence. An extra check will be done by the Homeroom teacher every Thursday regarding notes owing.

The Homeroom Teacher and Year Level Co-ordinator monitor student attendance and where it is a matter of concern regarding satisfactory attendance and satisfactory completion of a student's studies, the Year Level Co-ordinator and Homeroom Teacher will convene a meeting with the parents/guardians and the student to discuss the matter.

The Homeroom teacher is to inform the Student Wellbeing Officer and Year Level Co-ordinator of the outcome.

Where students are not attending school due to school refusal or truancy the Year Level Co-ordinator, and other appropriate staff as support, will work with parents/guardians to assist in developing strategies to encourage the students to attend school. This may involve the offer of a referral to an outside agency.

Relevant SICG documents:

1. Student Attendance Policy (Board approved, February 2012)
2. Providing Work for Students Absent from School (College Procedures)
3. "VCAL/VCE Attendance Requirements" in the Senior Pathways booklet.