



Student Attendance Policy

Context

St Patrick's College is a Catholic day and boarding school for boys in the Edmund Rice tradition, established in 1893. St Patrick's College is committed to providing a caring, supportive, and safe environment where every student has a place, a voice and their story is known. Edmund Rice Education Australia is committed to providing safe and supportive environments where all children and young people entrusted to our care are affirmed in their dignity and worth as a person. This policy should be read in conjunction with the [Child Protection Program \(cspace.net.au\)](http://cspace.net.au)

Background

Edmund Rice Education Australia (EREA), as St Patrick's College's governing authority, sets the policy framework for all EREA schools. These policies have been contextualised for St Patrick's College's particular school environment so that our policies reflect the needs of our students.

Student includes any person enrolled in the College, either as a day pupil or as a boarder.

Source of Obligation

The Victorian Registration Standards (sch 4 cl 10 ETR Regs) (CECV Guidelines ref 4.6) require that we must make provisions to:

- monitor the daily attendance of each student enrolled at the College; and
- identify any absences of a student from College including classes; and
- follow up any unexplained absences of a student from the College or classes; and
- notify any parent or guardian regarding a student's unsatisfactory school or class attendance; and
- record information regarding a student's unsatisfactory attendance at school or classes on their student file.

The Victorian Registration Standards (sch 4 cl 11 ETR Regs) (CECV Guidelines ref 2.4) require that we must maintain a student attendance register recording the attendance of students of compulsory school age (i.e. 6-17 years). An attendance register records any unexplained absences to ensure:

- the care, safety and welfare of students
- continuity of learning.

An attendance register must record student attendance at least twice a day and record any given or apparent reason for student absences.

Daily Attendance Register

St Patrick's College keeps a register of the daily attendance of all students at the College in electronic form. The register of daily attendance records the following information for each student:

- daily attendance
- absences
- reason for absence
- documentation to substantiate reason for absence.



Attendance is checked at least twice a day, at:

- at Pastoral Care; and
- in each Session of the day.

Monitoring Daily Attendance

St Patrick's College has implemented the following systems and procedures in order to monitor the daily **attendance** of students and identify absences from College or class:

- Parents are responsible for ensuring that they notify the College to explain the absence of their children on any particular school day. Notification may be provided via email, through the Parent Access Module (PAM) or by telephoning the College and should be made prior to the start of school.
- Class teachers take the class roll promptly at the commencement of the school day and in each Session.
- All absences are recorded absences using SIMON.
- Where students are participating in courses provided by other providers, the relevant VET Teacher and contact from the external provider confirm the relevant **student attendance**.

It is the ultimate responsibility of the **Deputy Principal** to ensure that **student daily attendance** is being effectively monitored.

Following Up Unexplained Student Absences

St Patrick's College has implemented the following systems and procedures in order to follow up unexplained absences from College:

- Where an absence has not been explained by 11.00am an SMS Text message is forwarded to the **student's** parents notifying them of the absence and requesting that they immediately contact the College. This notification is made on the same day, as soon as practicable, including for post-compulsory aged students.
- Where the absence remains unexplained the matter will be reported to the Pastoral Care Tutor and/or Year Level Coordinator for investigation and follow up.
- All information in relation to unsatisfactory **attendance** is recorded on students' files and information with respect to **attendance** is provided in each **student's** school report.
- The requirement to follow up unexplained absences is included in the role descriptions of Year Level Coordinators.

Notification of Parents and Guardians of Unsatisfactory Attendance

St Patrick's College has implemented the following systems and procedures in order to notify parents and guardians of **unsatisfactory attendance**:

- Where a **student** is unsatisfactorily absent from College, the College will contact the parents directly to seek an explanation and to remind parents of their child's obligation to attend school.
- Where parents repeatedly fail to inform the College of absences the Deputy Principal will contact them directly seeking an explanation and to remind them of their obligation to report absences.

Parents and carers are regularly reminded to ensure that any changes to their contact details are communicated to the College.



Records of the Register of Daily Attendance

The register is retained indefinitely and copies of information in the register are stored off-site at regular intervals. The register is kept for each calendar year, and shows the twice-daily attendance checks and any reasons for absence.

School Attendance Guidelines

St Patrick's College has referenced the information in the School Attendance Guidelines in relation to the development of this policy.

Implementation

St Patrick's College has set up a series of compliance tasks in CompliSpace Assurance, to ensure that key obligations under the Victorian Registration Standards and CECV Guidelines are managed effectively.

Related Policies

Truancy

Status of Policy

This policy has been developed by [St Patrick's College or CompliSpace].

This policy was extracted from the CompliSpace portal on [date].

This policy has been endorsed by the School Advisory Council on [date].

This policy is due to be updated in 12 months from the date endorsed by the School Advisory Council unless required earlier.