



# ST PIUS X COLLEGE

## CHATSWOOD

### ATTENDANCE/ENROLMENT

#### Introduction and Purpose

The attendance of students enrolled at the college is to be documented as required under the 'Education Act 1990' Education Amendment (School Attendance) Bill 2009 and as required by the Minister from time to time.

School attendance is essential to ensure that educational outcomes for College students are met. It is important that students and their parents are made aware of the necessity for regular attendance and that any failings in this regard are followed up promptly with the family concerned. Parents also need to be reminded that taking holidays in school time may have a seriously deleterious effect on their son's progress, especially for Senior Students. In addition, students need to be reminded of the need for punctuality in class attendance, both from the loss of time they may experience and the likely disruption to the learning of others caused by their lateness.

#### Implementation

##### Enrolments:

- The Enrolment Secretary/Registrar maintains a register of enrolments. These records are held securely within the administration offices.
- Enrolment records are held for five years and then they are archived indefinitely.
- Student information is recorded in the administration database upon enrolment. These details include Name, Date of Birth, Address, Contact Number(s) of Parent(s)/Guardian(s), Date of Enrolment, Previous School, information required for MCEETYA reporting as well as other miscellaneous information.
- Records are kept, at sign out, of the destinations of students departing SPX, particularly for those under 17. Registered letters are sent to Parents/Guardians where their destination is unknown or undisclosed. The Enrolment Secretary/Registrar, on behalf of the Principal, then contacts relevant Department of Education Home/School Liaison Officer if the destination remains unknown.

##### Attendance

- Daily attendance is recorded during an administration period at 8.42am by staff responsible for a Roll Group/Homeroom. Absences are recorded by electronic device to the administration database for attendance using appropriate codes. Daily reports are emailed and posted up twice each day.
- If a student is absent for 3 consecutive days without explanation, contact is made with the parents. The Homeroom teacher, the Guidance Coordinator or the Receptionist does this and updates the attendance record accordingly.
- Any recorded absence from school is substantiated with a written note or Doctor's Certificate and recorded as such in the administration database by the teacher using codes specified in the 2014 amendments to the Act. These notes are carefully filed and checked for authenticity, being retained for the required period.
- Each lesson class teachers take a roll by electronic device. Any variation or anomaly from the Homeroom Roll is reported to the relevant Guidance Coordinator for follow up.

- The Homeroom teacher brings any poor attendance patterns to the attention of the relevant Guidance Coordinator. The Guidance Coordinator makes a record of this and any subsequent communication is recorded and filed with the relevant student's records following parent contact/interview.
- As students progress from one year to the next issues such as poor attendance are brought to the attention of the new Guidance Coordinator as the students files are handed from one year to the next.
- Where situations of chronically problematic/habitual non-attendance occur the College will notify the DEC Home School Liaison Officer and inform the student's Parent/Guardian/Caregiver of the notification.
- Such notification(s) will be made after interventions, conferences and compulsory undertakings have been tried. The 'trigger point' for notification would normally be attendance rates of 50% or less over two consecutive school terms and when the College has exhausted its repertoire of effective responses.
- The Deputy Principal and Head of Student Services will jointly make the recommendation to the College Principal for notification and make the report to the DEC. The Head of Student Services will keep records and documents of each notified case. They will be maintained until the 17<sup>th</sup> birthday of the student who is the subject of the notification.
- All absentee records are kept in the administration database for the duration of the student's enrolment and utilized to quickly analyze patterns of attendance and for compiling mandatory Federal data returns on student attendance. Absences are noted on Semester 1 and 2 reports for parent information.
- Electronic records and parental notes/associated documents are archived and kept for a period of 7 years.
- As part of the implementation of National Standards, holidays taken outside of school vacation periods are now included as unjustified absences "A". A Certificate of Exemption can no longer be granted for this purpose. This holds for any travel or holiday during the school term where the Principal does not accept that an absence is in the student's best interest.

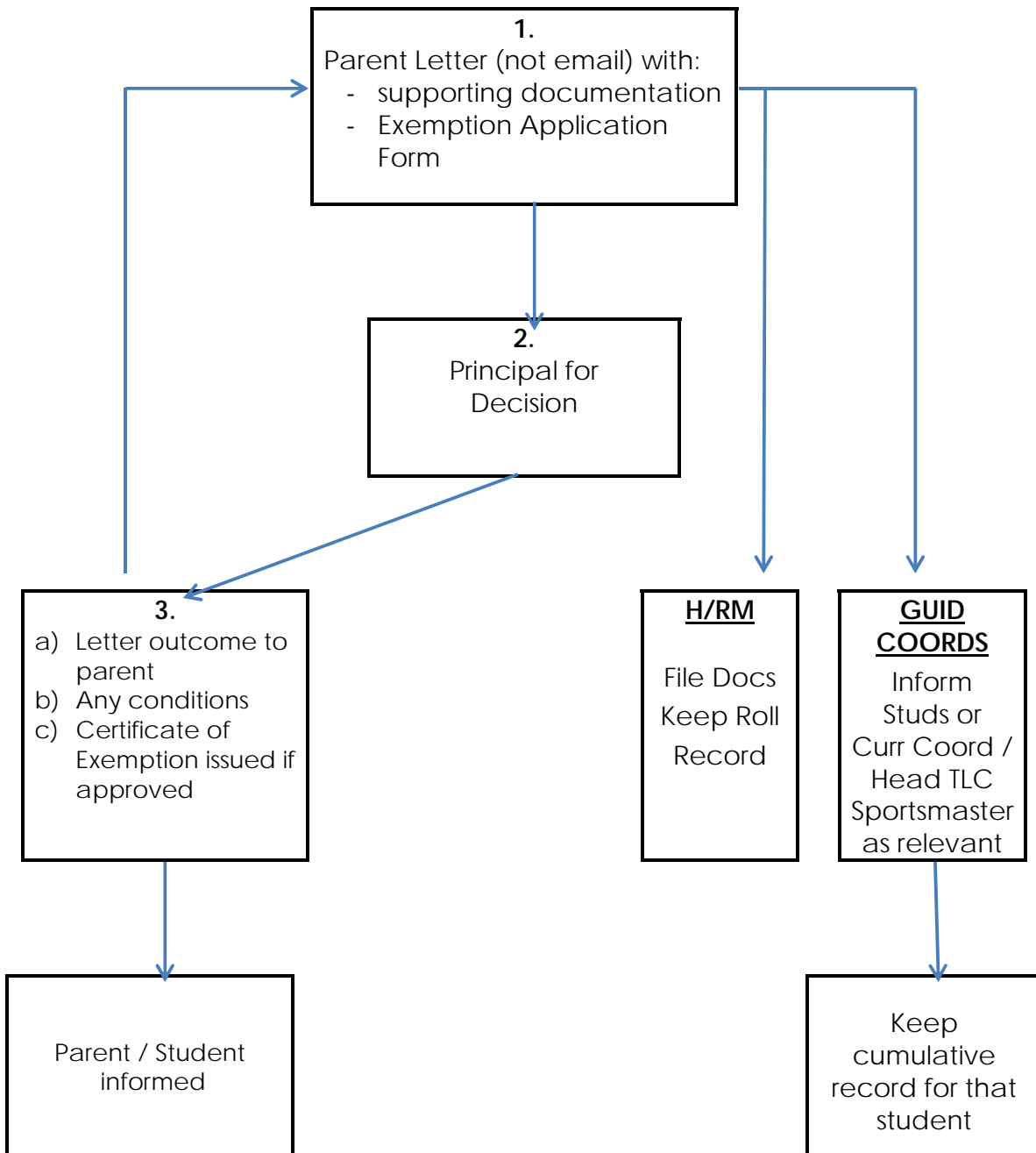
#### **SPX PROCEDURES FOR HANDLING REQUESTS FOR STUDENT LEAVE/EXEMPTION FROM SCHOOL**

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- ❖ 2009 Amendments to NSW Education Act (Section 25) took effect at start of 2012 school year making parents responsible for student attendance at school/educational institution until age of 17.
- ❖ October 2014 saw further Amendments to the Act.
- ❖ Principals in non-government schools have delegated power from the Minister of Education to approve exemptions from attendance (but not for holidays in term time).
- ❖ Applications for leave/exemption to be made in advance.
- ❖ At SPX up to 100 days in a 12 month period upon application to the NSW Catholic Education Commission and to Minister for Education.
- ❖ Basic reasons for approval:
  - Exceptional domestic circumstances
  - Other exceptional circumstances, e.g. student exchange
  - Elite sporting representation
  - Employment in entertainment industry
- ❖ The application form can be found on the College Website at [http://www.spx.nsw.edu.au/uploads/rsfil/003658\\_ddba.pdf](http://www.spx.nsw.edu.au/uploads/rsfil/003658_ddba.pdf)
- ❖ Principal's PA will keep records of applications processed, decisions and Exemptions issued.

# FLOWCHART

## REQUEST FOR EXEMPTION OR APPROVED LEAVE



### Policy Review

**Last Reviewed:** 10 June 2015

**Approved by:** College Leadership Team

**Renewal Date:** Reviewed Annually