Related Policies

CECG Attendance at School – ACT
CECG Enrolment Policy for Catholic Systemic Schools

Purpose

To ensure that students attend school in accordance with requisite legislation and regulations, and that accurate and comprehensive records of attendance are created and maintained.

Policy

All students enrolled at St Francis Xavier College are expected to attend school on all weekdays during term unless special circumstances apply.

Class teachers will keep records of attendance for each student in each timetabled class, and Pastoral Leaders will record details of absences from school in the Pastoral Roll each day.

Parents and guardians will notify the school of the reason for student absences.

Teachers will contact parents if concerned about student attendance.

Definitions

Academy is the College's digital roll marking and attendance authorization system

Procedures

Absence from school should only be for sickness or other serious reasons. Medical and other appointments should be made outside school hours where possible. Requests to leave the premises for medical or other urgent appointments must be made in writing and signed by a parent/guardian. Students must swipe out at the Academy kiosk at the Student Office before leaving.

Years 7-10

Students are expected to arrive at school prior to 8.30 am, and at the sounding of the first bell at 8.30am, go to lockers to collect books for Periods 1 & 2.

Students should be in their Pastoral Class by 8.38am – or swipe in late at the Academy kiosk at the Student Office. Late slips are to be taken home, signed by parents, and then returned to the relevant Year group postal box at the Student Office.

All absences must be explained by parents/guardians, and details will be recorded electronically on Academy by Student Office staff.

All students should arrive in class on time for each lesson; teachers will mark the roll electronically in each lesson, check attendance against the current electronic list, and follow up any absences that are unexplained.

Years 11-12

Students in Years 11 and 12 must arrive at school in time for Pastoral Class. Teachers of Senior classes mark the electronic roll each lesson. These records are consolidated, and parents are informed monthly of attendance details for each student in each subject.

All absences must be explained by parents/guardians. This authorization for absence/lateness may be by one of the following:
- a written absent note
- a message on the College Absence phone line (6278 9099)

- an email from the family email address registered on the College database
- a response to the automatically generated text message sent to the mobile phone contact for parents of absent students.

After Semester One in Year 11, subject to parent and College permission, students will be allowed to leave the premises after their last lesson for the day and must swipe out at the Academy kiosk at the Student Office. This permission may be revoked if a student misses timetabled classes or behaves inappropriately whilst in school uniform.

Year 12 students are free to leave the College if they do not have a scheduled class from recess onwards. A senior student leaving school during the day must swipe out at the Academy kiosk at the Student Office, and then swipe in on returning to school. This permission may be revoked if a senior student misses timetabled classes.

School Leaving Age

Students must complete Year 12, or be enrolled with an Education provider, until the age of 17 years. Students wishing to undertake training, join the workforce and combine work, training, education must obtain an Approval Statement to do so from ACT ETD (www.det.act.gov.au)

Parents of students seeking exemption from attendance due to illness, family leave, etc must obtain an Exemption Certificate from ACT ETD.

Procedures for Encouraging Attendance

- Routine processes are in place to obtain parent authorization for all absences (see Student Office Attendance Procedures).
- Parent letters regarding overdue absent notes are generated and sent home fortnightly.
- Student Office staff annotate the Academy database for authorised absences,
- Assistant Year Coordinators monitor student absence for their year groups of responsibility and assist Pastoral Leaders to remind students of overdue notes.
- Pastoral Leaders are encouraged to phone parents after 3 days of absence if prior contact/explanation has not been made.
- For prolonged absences (either explained or unexplained) in the first instance, the Year Coordinator will contact parents to discuss. Appropriate support may be offered – including pastoral outreach and the involvement of the Pastoral Care Minister.
- If extraneous circumstances exist, required support may be implemented at College level (eg, counselling, academic support, referral to relevant outside agencies).
- If attendance does not improve or if it is not maintained at an improved level, the Year Coordinator may liaise with the AP Student Wellbeing/Principal for further advice. The action taken may include a mandatory report to Care & Protection Services, as well as further interviews with parents.
- The Senior Officer School Services (Catholic Education) responsible for Student Attendance will also be informed of the attendance concern.
- If, after reasonable attempts to address the non-attendance at school level, there is no improvement in school attendance, the Principal will contact the Education Directorate. Personnel from the ETD will liaise with the College regarding the appropriate course of action. This may include application for exemption from full time school attendance.
- If the student's enrolment is withdrawn, the enrolment secretary will follow the expected process and make notification of enrolment destination. If no known destination is available, the Education Directorate and Catholic Education Student Attendance Officer will be informed.

References

ACT Education Act 2004

Educational Options (other than school) (ETD)

Post Year 10 Alternatives (Training and Employment) (ETD)

Exemption Certificates (ETD)

Approval Certificates (ETD)

Attendance at ACT Non-Government Schools Procedure (ETD)

Forms

NIL

Information

Policy Number	SFX 23
Version	1
Audience	Students, Staff, Parents
Category	Teaching and Learning
Effective Date	17 June 2020
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Responsible Officer	Assistant Principal Student Wellbeing
Approved By	College Community Council