Expectations of the College

- Students arrive punctually each day for Care Group
- Students who arrive after Care Group time are to report to the Student Services Area to sign in and will receive a sign in receipt
- Students make full use of their opportunities by attending all lessons
- Students take responsibility for providing absence notes from parents and caregivers in their diaries and showing these to their Care Group teacher
- Students make arrangements to complete work missed after absences
- Students must sign out if they have permission to leave the grounds during college hours

Aims of the Attendance Policy

- To ensure students achieve success in education by attending all classes
- To encourage and maintain close contact between the student’s Care Group teachers and the parents/caregivers
- To encourage all students to take responsibility for their attendance
- To encourage and support Middle School students to use their diaries to share communication between the College and home

College Process to Follow up on Attendance

Parent and teacher action should continually refer back to the Care Group teacher.

Care Group Teacher

- Check student's reason for non-attendance
- Care Group teacher contacts home when a student has an unexplained absence for 3 or more days
- Return Absence Slip to subject teacher with the appropriate information
- Monitor your Care Group’s attendance and record unexplained absences as ‘U’ If the student is found to have been absent without parent consent, mark the absence as ‘N’
- Discuss with the student/parent/caregiver/year level manager if there is an ongoing issue
- Establish a consequence for time missed or persistent lateness

Subject Teacher

- Check rolls and give Absence Slips to Care Group teacher
- Provide the student with the work to complete
- If the student was absent without permission - give a detention as soon as possible to make up the work missed

Case Manager or Year Level Manager

- In the event of persistent non attendance, follow up with the student and parent/caregiver and if the student is under 17, refer on to the Attendance Officer

Talk to a student counsellor or a teacher you trust if you have a grievance or an issue that concerns the College environment.
Remember it pays to attend - success is strongly linked to attendance

Steps for Success
For parents and students:

• Phone the College prior to a known absence
  Tel: 8261 2733

• Leave a message for the Care Group teacher

• On return to the College bring a diary or medical note to show the teachers

• Discuss the work that you missed with the subject teachers

• For SACE Stage 1 & 2 students
  - If necessary ask for an extension to deadlines

Developing Student Attendance

• Parents are asked to support the Attendance Policy and what it aims to achieve
• Parents of students are strongly encouraged to make contact by phone, email, or diary to explain absences as soon as possible and when possible prior to the absence
• Independent students are encouraged to ring the College regarding any absences
• Information will be passed onto the Care Group teachers contacting parents and caregivers
• Care Group teachers will advise the Year Level Manager if a pattern of unexplained absences occurs
• The College will advise Centrelink regularly of students’ attendance for those receiving Youth Allowance
• If a student is absent from a lesson without parent/caregiver permission parents will be contacted. The student will be given detention and expected to complete the missed work
• If a student is absent and a phone call has not been received to explain the absence/lateness, an SMS will be sent to the parent
• Parents can respond to this SMS to explain the student absence