



St Brigid's College
Horsham

STUDENT ATTENDANCE PROCEDURES

St Brigid's College

In Victoria, education is compulsory for children aged between 6 and 17. When children are enrolled at St Brigid's College, it is expected they will attend school or school activities, every day of each term. It is also expected that teachers will monitor this attendance by completing the electronic roll each period. The electronic roll is a legal document which must be maintained in an appropriate way lest it is needed for legal reasons at a later date.

PURPOSE

At St Brigid's College, the everyday administration of student attendance requires the school community's support through pastoral care, high quality teaching, community contact, organisational skills and a general vigilance toward students' educational and emotional well-being. Factors that facilitate effectiveness in student attendance include a supportive school environment which offers a curriculum, and approaches to teaching, that provide for the success of all students. The effectiveness of attendance record keeping and the resultant prompt follow-up of absences through a close liaison with parents/guardians and the school, will encourage consistent attendance by students.

ATTENDANCE:

- Student's absence from school means that learning opportunities are reduced and this can ultimately lead to poorer student achievement. Where this happens, the impact will be felt long after the student has left school.
- Absence from school and class clearly affects the absent student, but also impacts on the teacher's ability to plan and present class work in a sequential and organised way. This can affect the progress of all students in the class, not only those missing, and can make classroom management difficult.
- School attendance helps children develop social skills, such as friendship building, teamwork, communications skills and healthy self-worth.
- The systematic monitoring of student attendance and the degree to which schools are able to address the absence issue is an important indicator of a school's ability to maximise the learning opportunities it offers to its students.
- Parental support for attendance programs is vital. It is necessary for schools and parents to develop a partnership in their approach to student attendance that highlights both the school's and the parents' responsibilities in this area.
- Schools should be satisfied that parents/guardians are aware of student absences. In the case of unexplained absences, Front Office staff make prompt communication with parents/guardians. This duty also keeps parents informed of the absence of post-compulsory aged students.
- Parents are made aware at the commencement of the school year and through the College newsletter that it is their obligation to inform the school of the reason for a student's absence. Parents are also informed of the processes used by the St Brigid's College in following up student absences.
- Parents are encouraged to notify schools in advance of any absence, where practicable. Where there is any doubt about the whereabouts of a student, prompt communication occurs with the parents/guardians.

STUDENT ATTENDANCE ROLL

- Records of student attendance are required for all students enrolled at St Brigid's because of the need to:
 - monitor the legal requirement for students under seventeen years to attend school
 - discharge St Brigid's College's duty of care for all students including those over the compulsory school age
 - supply accurate information for audit purposes.
- The electronic attendance roll is a permanent record of the attendance of all students.
- Teacher Advisors mark the attendance roll at 8.50am each day.
- Subject teachers mark the attendance roll each period each day.
- Parents of absent students are required to provide verbal communication or a written note, detailing the reason/s for absence by 9.05am each morning. These notes are input into SIMON by Front Office as a record.
- Near the conclusion of period 1, a SIMON report is generated that compares student attendance at homeroom and period 1. Any variations between the two reports are followed up immediately by Front Office with those students highlighted in the report called to the Front Office.
- Follow up of any student/s whose attendance is irregular, any student who does not provide written notes adequately explaining absences, or whose absences appear unwarranted is followed through immediately by text message to parents' mobile phones.
- The Principal will, after viewing attendance records decide upon a strategy to be employed should truancy be an issue. As truancy is often indicative of other problems including engagement and family issues, the support strategies employed by the Principal will be determined on a case-by-case basis. However, they may include:
 - Initial telephone contact with parents
 - Counselling sessions for parents and/or students
 - Home visits
 - Formation of a support group
 - School attendance as a prerequisite to extra-curricular activities
 - Attendance rewards
- Ongoing truancy issues will be reported by the Principal to the Ballarat Catholic Education Office.