



ST STANISLAUS' COLLEGE BATHURST

Attendance Policy & Procedures

Intended Audience: College Employees, College Community

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Document Control

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1 – Draft Policy	Leadership Team	January 2023
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3 – Revised Policy	Head of College	March 2023

1. Introduction

St Stanislaus' College Bathurst is a day and boarding school for boys in Years 7 to 12. The College seeks to proclaim the gospel in the spirit of St Vincent de Paul through the formation of our students and all associated with the school in a welcoming, caring environment where all our students are supported and challenged to do their best.

As a Catholic School in the Vincentian tradition, education at the College is underpinned by the below College values.



1.1 Policy Statement

St Stanislaus' College Bathurst is committed to providing education and care to children and young people to assist them to develop into high-achieving, supported young adults, positively connected to each other and to the communities in which they live and which they will serve.

1.2 Policy Purpose

The purpose of this policy is to support the regular attendance of students enrolled at the College. Regular school attendance is essential if students are to maximise their potential. The College, in partnership with parents/guardians, is responsible for promoting the regular attendance of students. While parents/guardians are legally responsible for the regular attendance of their son, school staff monitor student attendance daily including part or whole day absences, as a consequence of both their duty of care and legislative requirements.

The College works with parents/guardians in the task of education, creating an environment which reflects the spirit of Christ in a strong and faithful way, and calls forth the best in those who are part of the College community. Regular school attendance allows each student to engage in learning and develop their gifts and talents.

1.3 Policy Principles

Key principles underpin attendance at the College including:

- Ensuring that each student enrolled at the College attends school regularly;
- Ensuring that parents/guardians explain to the College the reasons for absences promptly and within seven days of absence;
- Engaging with parents/guardians to resolve attendance issues;
- Ensuring that a register of attendance for all students is maintained by the College.

1.4 Policy Scope

This policy applies to all students of the College, parents/guardians and staff.

1.5 Related Policies

- *Enrolment Policy and Procedures;*
- *Child Protection Policy and Procedures.*

2 Register of Enrolments

Under the Education Act 1990 (Section 24), the College is required to maintain an enrolment and attendance register for all students at the school. Such register is to be available for inspection by the NSW Education Standard Authority or by any authorised person.

The College utilises Synergetic as its enrolment register, which links to the student management system, SETQTA, which records student attendance.

The enrolment register is maintained by the College Registrar and contains the following information for each student:

- Name, age and address;
- Name and contact phone number of parent(s)/guardian(s);
- Date of enrolment and, where appropriate, the date of leaving the College and the student's destination.

3 Attendance Responsibilities

3.1 The College

The College will support the regular attendance of students by:

- Providing clear information to students and parents/guardians regarding attendance requirements and consequences of unsatisfactory attendance;
- Ensuring that the approved NSW attendance register codes prescribed by the Minister for Education are implemented correctly and accurately;
- Maintaining accurate records of student attendance using SEQTA and implement effective roll marking procedures when variation to normal school routine occurs;
- Keeping a period by period record of student attendance using SEQTA;
- Providing safe and engaging learning environments which encourage student attendance;
- Implementing programs and practices to address attendance issues where necessary;
- Identifying patterns of concern and regularly communicating these with parents/guardians.

3.2 Parent/Guardian Responsibilities

Parents/guardians are legally responsible for ensuring that a child of compulsory school-age is enrolled at, and attends, school up until the age of 17.

It is essential that parents/guardians work in partnership with the College to ensure that their son has the best possible opportunities to succeed in their education. This can be achieved by:

- Ensuring students attend school regularly;
- Ensuring students arrive at school by 8.55am;
- Ensuring where possible that the College is informed prior to a known absence or on the day of the absence;
- Providing a reasonable explanation of absenteeism the day the student returns to the College by sending a note or via electronic means such as email;

- Justifying a student's absence within seven school days of the absence taking place;
- Ensuring students who arrive late to school are signed in at Reception with a note outlining a reasonable justification for the lateness;
- Ensuring students who need to leave school early are signed out at Reception with a note outlining a reasonable justification for the early departure;
- Contacting the College well in advance (at least three weeks prior) when their son needs to take extended leave, such as, an overseas holiday;
- Providing the College with correct and up to date contact details;
- Remaining in contact with the College about any attendance concerns; and
- Working with the College to resolve attendance issues that may arise and support any interventions that have been put in place to support the welfare of the student.

4 Attendance Procedures

These attendance procedures are unique to the context of the College and developed outlining the responsibilities of teachers, leadership (if required), parents/guardians and students within each instance. Student attendance is recorded using the student management system, SEQTA.

4.1 Daily Attendance

Attendance is recorded at Tutor Group each day. Tutor Group begins at 9am and all students are expected to be in attendance from this time.

Any student who is absent from Tutor Group will be marked as absent in SEQTA and an absentee SMS will be sent to parents/guardians at 9.30am to advise that their son is absent from school. It is expected that parents/guardians will respond promptly to that SMS advising a reason for their son's absence from school. Reception staff will record the reason for absence in SEQTA. If there is no response to this SMS message within 48 hours, the Tutor will follow up and if no further response is received within seven days of the absence, the absence will be recorded as unexplained. Ultimately, the Deputy Head of College – Mission Operations is responsible for determining if an absence is justified or not, and the attendance record will be marked accordingly.

All teachers are expected to take attendance at the beginning of each class period using SEQTA. If SEQTA is experiencing technical difficulties, then the teacher must record attendance as a hard copy and transfer to SEQTA at a later point (usually within one day of the system returning to its normal operation).

Teachers are responsible for recording attendance when undertaking a Variation to Routine (VTR) activity. Students are to be recorded as being in attendance at 'Excursion/VTR'. For an all-day VTR where students are not attending Tutor Group, teachers must record attendance as the activity is departing to ensure that the absentee SMS is not sent to attending student's parents/guardians.

Boarding students who are on approved leave during the school day will be signed out via REACH and SEQTA by either boarding staff or reception staff, whomever is processing the approved leave.

4.2 Late Arrivals

A student is considered to be a late arrival once Tutor Group begins. For students who arrive to school after 9am, they must report to Reception to be signed in, with a note signed by a parent/guardian providing a reasonable justification for their late arrival. Students will be recorded as 'Reception In' on SEQTA.

If a student presents at Reception to sign in late and does not have a note or a parent accompanying them, Reception staff will sign the student in as 'Reception In' and contact the student's parents to determine a reason for the student being late.

Tutors will monitor students in their Tutor Group who are habitually late and will contact parents/guardians to raise this issue. If ongoing, Tutors will refer such students to the relevant Pastoral Care Coordinator for follow up.

4.3 Early Departures

If a student is required to leave early a note signed by a parent/guardian must be presented to Reception to facilitate the student's departure. Staff will then record the departure on SEQTA. If a student presents to Reception requesting to leave early and does not present a note, parents/guardians will be contacted via phone prior to the student being permitted to leave. Alternatively, parents/guardians may attend Reception to sign a student out early. Students will be recorded as 'Reception Out' on SEQTA.

4.4 Truancy

Students at the College are expected to be present and accounted for each period of the day they are at school. There are a number of instances in which a student may be deemed to be truanting:

- Partial truancy: includes any student who presents late to class or any student who leaves class without permission. Partial truants are to be dealt with by the classroom teacher and the incident recorded on SEQTA.
- Habitual truancy: includes any student who displays a habitual pattern of truanting over a period of a term (> than three incidents). Habitual truants are to be dealt with by the relevant Pastoral Care Coordinator, in conjunction with the Deputy Heads of College. Consequences for habitual truancy may include an after-school detention, in addition to strategies to monitor and follow up attendance.

5 Monitoring and Following Up Attendance

The monitoring and following up of attendance takes place at the College, not just as a legislative requirement, but to ensure that students maximise the learning opportunities provided to them, and also meet minimum course requirements.

The monitoring of attendance is primarily the responsibility of the Tutor. There are a series of trigger events which will require the Tutor to begin to follow up attendance. The following are considered trigger events:

- A student has been absent for two consecutive days without explanation;
- A student has not explained a period of absence within seven days of the occurrence of an absence period;
- The explanation of an absence provided by a student is not accepted by the Deputy Head of College – Mission Operations;
- A student has failed to achieve >90% attendance for the term; and
- A student has displayed a pattern of habitual truancy.

If a trigger event occurs, the Tutor is to:

- Phone the parent/guardian and inform them of the trigger event;
- Follow up via Direct Message in SEQTA to record the contents of the communication with the parent/guardian, including if the Tutor is unable to reach the parent/guardian;
- Refer the matter to the Pastoral Care Coordinator for further follow up including contact via email;

- Parents/guardians will have three days to acknowledge the email and provide a suitable justification regarding the attendance concerns. If no contact is received or an unsuitable justification is provided, the matter will be referred to the Head of College.

There may be instances where a student's attendance fails to improve, promoting positive attendance does not work or parents/guardians fail to acknowledge communications about attendance concerns that have been issued by the College. In these instances, the Head of College will:

- Formally request in writing parent/guardian attendance at a meeting to understand the student's situation;
- Implement a Student Attendance Improvement Plan which includes strategies designed to improve attendance;
- File to Student Attendance Improvement Plan on SEQTA and evaluate the student's attendance at the conclusion of the review period. If attendance improves, the student is removed from the Student Attendance Improvement Plan and the parent/guardian notified.

If a student's attendance fails to improve after a Student Attendance Improvement Plan has been implemented or the College cannot make contact with a parent/guardian for a protracted period of time regarding an attendance concern, the matter should be referred to Family and Community Services (FACS) for reporting and advice.

- If attendance does not improve, the Head of College will make contact in writing to request the attendance of the parents/guardians at a formal meeting to address the attendance concerns.

6 Staff Roles and Responsibilities

6.1 Tutor

As the Tutor is the immediate point of contact on a daily basis for a student, the Tutor's responsibilities include:

- Monitoring of student attendance on SEQTA;
- Raising with the relevant Pastoral Care Coordinator any students who they have attendance concerns about;
- Contact parents/guardians to follow up absences;
- If required, refer to the relevant Pastoral Care Coordinator for further follow up and meetings;
- Follow up any future absences and monitor student progress
- Ensure all information is documented on SEQTA; and
- Promote positive attendance amongst students.

6.2 Classroom Teachers

As the classroom teacher is the point of contact on a period by period basis, the teacher's responsibilities include:

- Marking the class attendance on SEQTA each period;
- Following up habitual absences from the class;
- Referring any attendance concerns to the relevant Tutor for follow up.

6.3 Pastoral Care Coordinator

As the Pastoral Care Coordinator is the key point of contact for parents/guardians and students regarding specific year group matters, the Pastoral Care Coordinator's responsibilities include:

- Following up information/referrals about attendance concerns for student's in their year group;
- Liaising with parents/guardians in regards to attendance concerns and working with parents/guardians to promote positive school attendance;
- Liaising with the Deputy Head of College – Mission Operations in relation to student's who have attendance concerns and there has been no contact from parents/guardians as outlined above.

6.4 Reception Staff

Reception staff are responsible for the following:

- Signing in and out of students who arrive late or depart early;
- Administration of the daily SMS absentee messages to parents/guardians and recording of responses in regards to absences.

6.5 Deputy Head of College

The Deputy Head of College is responsible for:

- Supporting staff in following up attendance concerns;
- Working with staff who make referrals to the Head of College regarding student attendance concerns;
- Monitor attendance procedures to ensure accurate records are being maintained;
- Ensure staff are updated with attendance requirements and their obligations to monitor and promote regular/positive attendance.

6.6 Head of College

The Head of College is ultimately responsible for ensuring each student at the College attends school on a regular basis. The Head of College will support staff in meeting their responsibilities, as well as referring serious attendance matters to the relevant authorities. The Head of College responsibilities include:

- Provide exemptions where necessary to students seeking extended leave through illness or overseas travel; and
- Coordinate the reporting of students at risk to the relevant authorities.

7 Attendance Exemptions

Under Section 25 of the Education Act 1990, students may be eligible for an exemption from enrolment or attendance in accordance with the Exemptions from Attendance and Enrolment – Guidelines for Independent Schools. Grounds for exemptions may include:

- Exemption from enrolment:
 - Health, learning or social needs or disability of a student necessitating the continuation of an individual program supported by medical specialists;
 - Participation in a full-time apprenticeship or traineeship in Year 10, prior to the student turning 17 years of age.
- Exemption from attendance:
 - Exceptional circumstances;
 - Engagement in approved entertainment industry activities;
 - Participation in elite arts or elite sporting events.

8 Extended Leave

From time to time, families may choose to travel during term time. The College does not encourage this practice and in fact, encourages families to arrange travel during non-term time. Should students be required to travel and be absent for periods of five or more consecutive days, parents/guardians are required to complete an Application for Extended Leave – Travel and

submit to the Head of College for approval. Following the Head of College granting or denying the request, parents/guardians are informed of the decision and the student's attendance marked accordingly on SEQTA. If the request is granted, a Certificate of Extended Leave – Travel will be forwarded to parents/guardians with the original held on the student file.

If an application for extended leave is denied, it is done so based on criteria specified by NESA regarding minimum requirements, and also Centrelink benefit requirements. If a student still takes extended leave, the absence will be recorded as unexplained.

9 Appendices

Appendix A – Attendance Codes

Attendance Register Codes – Explanation of student absence

The following attendance register codes are to be used to record the explanation of student absence and **are counted** for statistical purposes.

Symbols to be used for explanation of student absence		
Symbol	Meaning	Notes
A	The student's absence is unexplained or unjustified. This symbol must be used if no explanation has been provided by parents within seven days of the occurrence of an absence or the explanation is not accepted by the principal It is at the principal's discretion to accept or not accept the explanation provided.	To be also used if the principal does not accept that an absence (e.g. for extended leave/travel during school term) is in the student's best interests and that the reason is unjustified.
S	The student's absence is due to sickness or as the result of a medical or paramedical appointment. In these cases: <ul style="list-style-type: none">- a medical certificate is provided or- the absence was due to sickness and the principal accepts this explanation. Principals may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory attendance.	
L	An explanation of the absence is provided which has been accepted by the principal. This may be due to: <ul style="list-style-type: none">- misadventure or unforeseen event- participation in special events not related to the school- domestic necessity such as serious illness of an immediate family member- attendance at funerals- travel in Australia and overseas- recognised religious festivals or ceremonial occasions.	Note that this code is to be used if the reason for the absence (e.g. extended leave/travel) is accepted by the principal. The principal may consider an Application for Extended Leave/Travel from parents, and provide a Certificate for Extended Leave/Travel, if approved.
E	The student was suspended from school	

Attendance Register Codes – Variation in attendance

Only the following attendance register codes must be used to record a variation in attendance – they are **not** counted as an absence for statistical purposes. In addition to recording the reason for a variation in attendance, the duration of the variation must be recorded.

Symbols to be used for explanation of student absence		
Symbol	Meaning	Notes
M	The student was exempted from attending school and a Certificate of Exemption has been issued by a delegated officer.	
F	<p>The student is participating in a flexible timetable and not present because they are not required to be at school. This could include participation in:</p> <ul style="list-style-type: none"> - HSC Pathways Program - Best Start Assessments - Trial or HSC examinations - VET courses 	<p>The “F” code is no longer only for senior students participating in a flexible timetable.</p> <p>The code should also be used in independent schools for students attending external tutorial centres and other programs that are school authorised.</p>
B	<p>The student is absent from the school on official school business. This symbol is recorded where the principal approves the student leaving the school site to undertake, for example:</p> <ul style="list-style-type: none"> - work experience - school sport (representative events) - school excursions - student exchange 	<p>The ‘B’ code is used for sport when the student has been selected to represent the school at an event.</p> <p>If the student is participating at an elite level (state or national squads), consideration may be given to an Exemption from Attendance (Elite Sports/Arts)</p>
H	<p>The student is enrolled in a school and is required or approved to be attending an alternative educational setting on a sessional or full time basis.</p> <p>The symbol is recorded where a student accesses education settings separate to their mainstream school such as:</p> <ul style="list-style-type: none"> - tutorial centre and programs - behaviour schools - juvenile justice - hospital schools - distance education 	<p>In most cases this code will only be used by government schools, with the exception of students from non-government schools attending hospital schools.</p> <p>The “F” code, not the “H” code is to be used by independent schools for students attending external tutorial centres and programs that are school authorised.</p>

Appendix B – Student Attendance Improvement Plan Template

Student Attendance Improvement Plan

Student Name: _____ School: _____ Class: _____ DOB: ____ / ____ / ____

Strategies:

Barrier	Family/Student Responsibilities	School Responsibilities	Intended Outcomes

Agreement:

_____ / ____ / ____
 Head of College Parent/Guardian 1 Parent/Guardian 2 Student

Review Date: ____ / ____ / ____ Plan is to be extended: <input type="checkbox"/> Yes <input type="checkbox"/> No Recommendations: Head of College signature: _____ Date: ____ / ____ / ____	Parent/Guardian has meaningfully engaged with the plan: <input type="checkbox"/> Yes <input type="checkbox"/> No Student has meaningfully engaged with the plan: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Appendix C – Application for Extended Leave



ST STANISLAUS' COLLEGE

220 Bentinck Street (PO Box 97) Balhurst NSW 2795
Telephone: 02 6331 4177 Fax: 02 6334 4285
www.stannies.com

Application for Extended Leave – Travel

NOTE: PARTS A, B and C are to be completed by the student's parent and returned to their child's school principal.

PART A: STUDENT DETAILS

Please complete table below with details of all students associated with the period of travel:

FAMILY NAME	GIVEN NAME	DOB	AGE	GRADE

Student address: _____

_____ Postcode: _____

Dates of extended leave applied for: From: ____ / ____ / ____ to ____ / ____ / ____

Number of school days: _____

Reason for travel (including why this travel is occurring in school time):

Relevant travel documentation such as an e-ticket or itinerary (in the case of non-flight bound travel within Australia only) must be attached to this application.

ABN 48 091 404 861

PART B: DETAILS OF PRIOR EXEMPTIONS/ EXTENDED LEAVE – TRAVEL (if applicable)

Date of prior exemption/extended leave: From: ____ / ____ / ____ to ____ / ____ / ____

Number of school days: _____

Copy of Certification of Exemption/Extended Leave – Travel attached (Please tick ☒ Yes ☐ No ☐

PART C: PARENT DETAILS (Applicant)

Family name: _____ Given Name: _____

Address: _____ Postcode: _____

Telephone number: _____ Relationship to student: _____

As the parent and applicant, I hereby apply for a *Certificate of Extended Leave-Travel* and understand my child will be granted a period of extended leave upon acceptance by the principal of the reason provided.

I understand that if the application is accepted:

- I am responsible for his/her supervision during the period of extended leave
- The provided period of extended leave is limited to the period indicated
 - The provided period of extended leave is subject to the conditions listed on the *Certificate of Extended Leave-Travel*
- The period of extended leave will count towards my child's absences from school

I declare the information provided in this application is, to the best of my knowledge and belief; accurate and complete. I recognise that should statements in this application later prove to be false or misleading any decision made as a result of this application may be reversed. I further recognise that a failure to comply with any condition set out in the *Application for Extended Leave-Travel* may result in the provided period of extended leave being cancelled.

Signature of parent/s: _____ Date: ____ / ____ / ____

Appendix D – Application for Exemption from Attendance/Enrolment at School



ST STANISLAUS' COLLEGE

220 Bentinck Street (PO Box 97) Bathurst NSW 2795
Telephone: 02 6331 4177 Fax: 02 6334 4285
www.stannies.com

Application for Exemption from Attendance/Enrolment at School

NOTE: PART A is to be completed by the student's parent/carer and returned to the Head of College.

PART A: STUDENT DETAILS

Please complete table below with details of all students associated with the period of travel:

FAMILY NAME	GIVEN NAME	DOB	AGE	GRADE

Student address: _____

_____ Postcode: _____

Dates of exemption applied for: From: ____/____/____ to ____/____/____

Number of school days: _____

FROM ATTENDANCE

- ☐ Exceptional Circumstance
- ☐ Employment in entertainment industry
- ☐ Participation in elite sporting event including for short periods of time ie: for one or two days and at short notice.
- ☐ Participation in elite arts program

FROM ENROLMENT

- ☐ Enrolment at school
 - The health, learning or social needs or disability of a student necessitating the continuation of an individual program supported by medical specialists.
 - Participation in a full time apprenticeship or traineeship in Year 10, prior to the student turning 17

ABN 48 091 406 861

years of age.

Please provide more detail about the reason for the application for exemption here:

DETAILS OF PRIOR/CURRENT EXEMPTIONS (if applicable)

Date of prior/current exemption: From: ____ / ____ / ____ to ____ / ____ / ____

Number of school days: _____

Copy of Certification of Exemption attached (Please tick ☒ Yes ☐ No ☐

PARENT/CARER DETAILS (Applicant)

Family name: _____ Given Name: _____

Address: _____ Postcode: _____

Telephone number: _____ Relationship to student: _____

As the parent of the above mentioned student, I hereby apply for a *Certificate of Exemption* under the Education Act 1990.

I understand that if the exemption is granted:

- I am responsible for his supervision during the period of exemption
- The exemption is limited to the period indicated
- The exemption is subject to the conditions listed on the Certificate of Exemption
- The exemption may be cancelled at any time.

I declare the information provided in this application is, to the best of my knowledge and belief; accurate and complete.

I recognise that should statements in this application later prove to be false or misleading any decision made as a result of this application may be reversed. I further recognise that a failure to comply with any condition set out in the exemption may result in the exemption being revoked.

Signature of parent/s: _____ Date: ____ / ____ / ____

ABN 48 091 406 861

PART B: EMPLOYER'S DETAILS (in the case of employment in the entertainment industry)

To be completed by the employer.

Name of company/corporation: _____

Contact Person: _____

Address: _____

Postcode: _____

Telephone number: _____ Email: _____

Please attach and tick)

- | | | |
|---|-----|----|
| 1. Detailed itinerary/work schedule for the period of exemption sought: | YES | NO |
| 2. Evidence of tutor's teaching qualifications (supplied by employer): | YES | NO |

Employer's signature: _____

Date: _____

PART C: PARTICIPATION IN ACCREDITED ELITE ARTS, ELITE SPORTS OR ENTERTAINMENT INDUSTRY

To be completed by the applicant.

Name of accredited elite arts, elite sport program or entertainment industry performance:

A Date of exemption applied for: ____/____/____ to: ____/____/____ (if block)

B Individual dates applied for: _____

Number of school days: _____

C Hours of exemption (if partial exemption, eg: 9am to 11.30am): _____

From ____/____/____ to: ____/____/____

REASON FOR APPLICATION FOR EXEMPTION (please tick)

☐ Training for elite sport ☐ Elite sport event or tour ☐ Elite arts program ☐ Entertainment industry

Note: A schedule of participation, training or tour itinerary from the organiser, arts or sporting body (eg: Australian Institute of Sport) must be attached with contact names and numbers.

Appendix E – Student Attendance Requests Chart



ST STANISLAUS' COLLEGE

220 Bentinck Street, Bathurst NSW 2795

6331 4177

www.stannies.com   @stanniesbathurst

Student Attendance Requests

When students are absent on a school day, it is important that the College knows where they are to ensure they are safe and being cared for. The following outlines how to deal with student attendance as they relate to your son.

Arriving late

- Students who arrive after the bell for Tutor Group (8.55am) are considered late.
- Students must report to Reception to be signed in, with a note signed by a parent/guardian providing a reasonable justification for the late arrival.
- Alternatively, parents/guardians may attend Reception to sign their son into school late.
- If a student presents to Reception to sign in late and does not have a note or parent/guardian accompanying him, Reception Staff will contact parents/guardians via phone to ascertain the reason for lateness.

Leaving early

- A student must present a note signed by a parent/guardian to Reception so he can be signed out.
- If a student presents to Reception requesting to leave early and does not present a note, parents/guardians will be contacted via phone prior to the student being permitted to leave.
- Alternatively, parents/guardians may attend Reception to sign their son out early.

Illness, injury or other explained absence

- Parents/guardians should email their son's Tutor to advise of his absence on the day or contact Reception so that Reception staff can record the absence as an illness, injury or other explained reason.

Extended leave during term time

- Families are encouraged to arrange travel outside of term time. However, if students need to travel and will be absent for five or more consecutive days, parents/guardians must complete an Application for Extended Leave form.
- This application will be considered by the Head of College who will either grant or deny the request. Parents/guardians will be informed of the decision.