



Xavier High School

Student Attendance and Absence

Policy Number	A002
Applicability	Students
Policy Status	
Date of Approval	11/1/2015
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Next Review Due	19/3/2020

Background

At Xavier High School we believe that all people are created equal in the eyes of God. We expect that all people have the right to be treated with dignity and respect. Our Mission Statement directs us to recognise that: “Xavier is a community where the potential of all individuals to grow and develop physically, emotionally, intellectually and spiritually is recognised and nurtured.” This statement inspires the proactive approach to attendance and absence related procedures at our school. Regular attendance at school is essential if students are to maximise their potential.

Xavier High School, in partnership with parents, is responsible for promoting the regular attendance of students. While parents are legally responsible for the regular attendance of their children, school

staff, as a part of their duty of care, monitor and follow up part or whole day absences.

Objective

All students are required to attend school daily unless absence is explained

- After an unexplained absence that remains unexplained for 3 days, the Homeroom tutor is to contact parents/carer for reasoning
- After an attendance rate of less than 90% of unexplained absence in a school year, parent/carer contact is made to discuss the student attendance by the Principal or Assistant Principal
- If a student will be absent for less than 90% attendance, approval needs to be requested from the Principal
- Students who do not have a plausible reason for being absent will be referred to the relevant authorities

Definition

Parent: Includes a carer or other person having the care or custody of a child or young person.

Unexplained absence: A student absence where a parent provides no acceptable reason for a student's non-attendance.

Truancy: The absence of a student from school without the knowledge or permission of their parent or carer.

Parent condoned absence: When a parent or carer causes a student to be absent from school without acceptable reason.

Explained/justified absence: A parent has provided an explanation of the student's absence which has been accepted by the principal.

Explained/unjustified absence: A parent has provided an explanation of the student's absence which has not been accepted by the principal.

Unexplained/unjustified absence: A parent has not provided an explanation of the student's absence within seven days of the occurrence of the absence.

Compulsory School Age: {See Section 21B of the Education Act (1990)}

Responsibility

The responsibility of Parents:

- enrolling their children of compulsory school age in a government or registered non-government school or registering them with NESAs, Teachings and Educational Standards for homeschooling.
- ensuring that their children attend school every day that the school is open for their instruction
- explaining the absences of their children from school promptly by means such as a telephone call, written note, School Stream (school App) or email to the school within 7 days from the first day of any period of absence.
- working in partnership with the school to plan and implement strategies to support regular attendance at school, including communicating with the school if they are aware of issues impacting on their child's attendance or engagement with school

The responsibilities of school staff:

- supporting the regular attendance of students
- providing a caring teaching and learning environment which fosters students' sense of wellbeing and belonging to the school community;
- recognising and rewarding excellent and improved student attendance
- maintaining accurate records of student attendance
- implementing programs and practices to address attendance issues when they arise
- providing clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance

The principal is responsible for ensuring that:

- students are enrolled consistent with the Catholic Schools Office enrolment policy
- attendance records are maintained in the approved format of the Catholic Schools Office and are an accurate record of the attendance of students
- staff record accurately the attendance of each student in each lesson when lessons are conducted in a number of locations
- a system is established for signing out students who need to leave the school premises during school hours
- all attendance records including details of transfers and exemptions are accessible to the Director of Schools or designated CSO officer and to the NESAs Inspector
- documented plans are developed to address the needs of students whose attendance is identified as being of concern
- the Director of Schools or designated CSO officer is provided with regular information about students for whom chronic non-attendance is an issue and for whom school strategies have failed to restore regular attendance
- relevant school policies and procedures address attendance issues including truancy. They should provide strategies for encouraging good attendance and establish structures and procedures that support teachers in addressing issues of student non-attendance
- school staff are trained to implement school attendance policies and procedures and that personnel with delegated responsibility for maintaining attendance records are supervised; parents and students are regularly informed of attendance requirements
- all cases of unsatisfactory attendance and part or full day absences from school are investigated promptly and that appropriate intervention strategies are implemented.

The Director of Schools is responsible for ensuring that:

- schools are supported to maintain accurate records of student attendance in a form approved by the Minister. The Diocesan system should conduct regular audits of school attendance registers and provide support to principals in maintaining these documents
- processes are in place to support principals prior to approval being given by the Director for students of compulsory school age participating in alternative education programs involving part day exemption from attendance at school
- recommendations are made about the prosecution of cases of non-attendance or failure to enrol a child at school, in the first instance to the Director of schools within the Catholic Schools Office who then can direct it to the Catholic Education Commission, NSW
- plans are implemented for the improvement of the attendance of students who are identified by schools as chronic non-attenders
- all schools implement a system for signing out students who need to leave the school premises during school hours

Strategy

- By ensuring all procedures for absence and attendance are followed in accordance with regulatory requirements

Procedures for Staff

[Procedures for Staff - Homeroom Attendance - Follow up unexplained absences](#)

[Xavier Attendance and Auditing Reports](#)