

*"We are a Catholic community of welcome,  
connecting faith, family & education."*



## ATTENDANCE AND ABSENTEEISM POLICY

### 1. PURPOSE

The purpose of this policy is to articulate the position of Nazareth in relation to recording and reporting attendance and absenteeism of students.

### 2. DEFINITION

#### **Authorised Absence**

An absence where the reason provided by the parent/caregiver is considered to be legitimate and is deemed acceptable by the Principal.

#### **Late**

A Late is indicated when a student does not arrive at Class or Mentor Group before 8.40am.

### 3. POLICY

At Nazareth, student attendance is the responsibility of the whole College community. In South Australia the Education Act requires that children between the ages of 6-17 years are required to be in full-time attendance at a government or registered non-government school unless they are receiving approved home tuition, correspondence education or have been granted an exemption by the Education Department.

Monitoring school attendance enables the identification of students at risk, as does the early implementation of intervention strategies. All Nazareth staff and parents/caregivers have a responsibility for the detection and assessment of the causes of school non-attendance. Research shows that students who are absent for more than 10 days per year are disadvantaged both educationally and socially.

### 4. PROCEDURE

#### **College Procedures for Absenteeism**

- All student attendances / absences are recorded in the morning by Classroom/Mentor Group teachers, and for each lesson by specialised subject teachers.
- Student Services at 10.00am will contact parents once all absentee notifications have been processed. Parents/caregivers will be notified via SMS of their child's unexplained absence.
- Unexplained lateness or absenteeism will be investigated by a follow up phone call and/or sending an email, SMS or letter home to families requiring an explanation of the absence.
- Student attendance data is monitored by both Wellbeing, Middle/Senior School House Leaders on a weekly basis for ongoing monitoring which will be provided to Classroom/Mentor Group Teachers.

- Unauthorised/unacceptable absenteeism will be addressed in the first instance by the Classroom/Mentor Group teacher when a student is absent for 5 days in a term (90% attendance).
- Continued or high-level absenteeism will be followed up by Wellbeing, Middle/Senior School House Leader. Chronic absenteeism, as defined by the Education Act, is considered 10 days per term (80% attendance). Meeting with families will involve a documented school attendance plan. Reporting to Child Protection and DECD Attendance Officer will occur at this stage.
- A member of the campus Leadership Team will meet, and review attendance plans with families where improvement has not occurred.
- Student attendance, absence and late figures will appear on a student's Semester report.

## Punctuality

### At the start of the day

It is the joint responsibility of the student and parents/guardians to ensure that the student arrives on time to mentor group by 8.40am.

- Students who arrive late to the College (after 8.40am) must report to Student Services to sign in their arrival and show their note explaining the reason for their lateness.
- If a student has an accumulation of 3 unexplained / unauthorised late arrivals, students will be required to attend a meeting with their parents/caregivers and respective House Leader. An attendance plan will be prepared in order to assist the student to improve attendance.

### During the day

Students who are delayed by a staff member should request a note to be written in their Student Planner or on SEQTA for the following teacher.

- When students arrive late to class without notification, the tardiness/lateness is recorded on SEQTA; a pattern may result in appropriate consequences.
- Repeated lateness will be viewed as a serious issue, and referred to House Leaders. No student is allowed out of class without a note being made in the Student Planner or recorded on SEQTA.

## The Role of the Parent/Caregiver

Parents/caregivers have a responsibility to ensure their children attend school and are punctual every day. They have the responsibility to communicate with Nazareth about the reasons for their child's absence. Parents/caregivers are asked to notify the school of any absence before 9:00am on the day of the absence.

Students should arrive at school by 8:30am and be on time to start the day. When a student is late for school (after 8:40am) it is a requirement that the student reports to Student Services to sign in.

Students are required to attend school unless reasonable and valid grounds exist for them to be absent which include:

- Sickness
- Danger of being affected by an infectious or contagious disease
- Events of significance, such as births, deaths and cultural events
- Attending a school-organised activity, for example, excursion, camp, work experience
- Unavoidable and sufficient cause.



Parents/Caregivers must provide the College with an appropriate explanation for the student's non-attendance. A note, letter, phone call or medical certificate is required for each day of absence. A written explanation is required after 3 days' absence. Parents/Caregivers are asked to phone the College Absentee Line by 9:00am if a student will be absent. (Findon 8406 5105, Flinders Park and Kidman Park campuses 8406 5305).

If students are missing from school for more than 5 consecutive days (due to illness or holidays) parents/caregivers are required to apply for a temporary exemption from compulsory schooling.

These application forms are available from Student Services or the [Nazareth website](#) and are to be completed and returned to the College to be processed.

## **The Role of the Classroom/Mentor Group Teacher**

Classroom/Mentor Group Teachers will:

- Maintain electronic records of student attendance and absenteeism each day for their Class, Neighbourhood or Mentor Group.
- Follow up and resolve all unexplained absences/lates for students in their Class, Neighbourhood or Mentor Group.
- Monitor student absenteeism and contact parents/caregivers when a concerning pattern arises.
- Consult with Wellbeing, House Leaders concerning absenteeism that remains unresolved or ongoing.

## **The Role of the Subject Teacher**

Subject teachers will:

- Maintain electronic records of student attendance and absenteeism for all lessons.

## **The Role of Wellbeing, House Leaders**

House Leaders will:

- Oversee and analyse attendance and absenteeism data for their respective Year levels/House.
- Support teachers to monitor and support students at risk of not attending school.
- Support families to ensure all students attend school regularly.
- Respond directly to families for a student's chronic absenteeism from school.
- Consult with Assistant Principals/Heads of Campus concerning absenteeism that remains unresolved or ongoing.

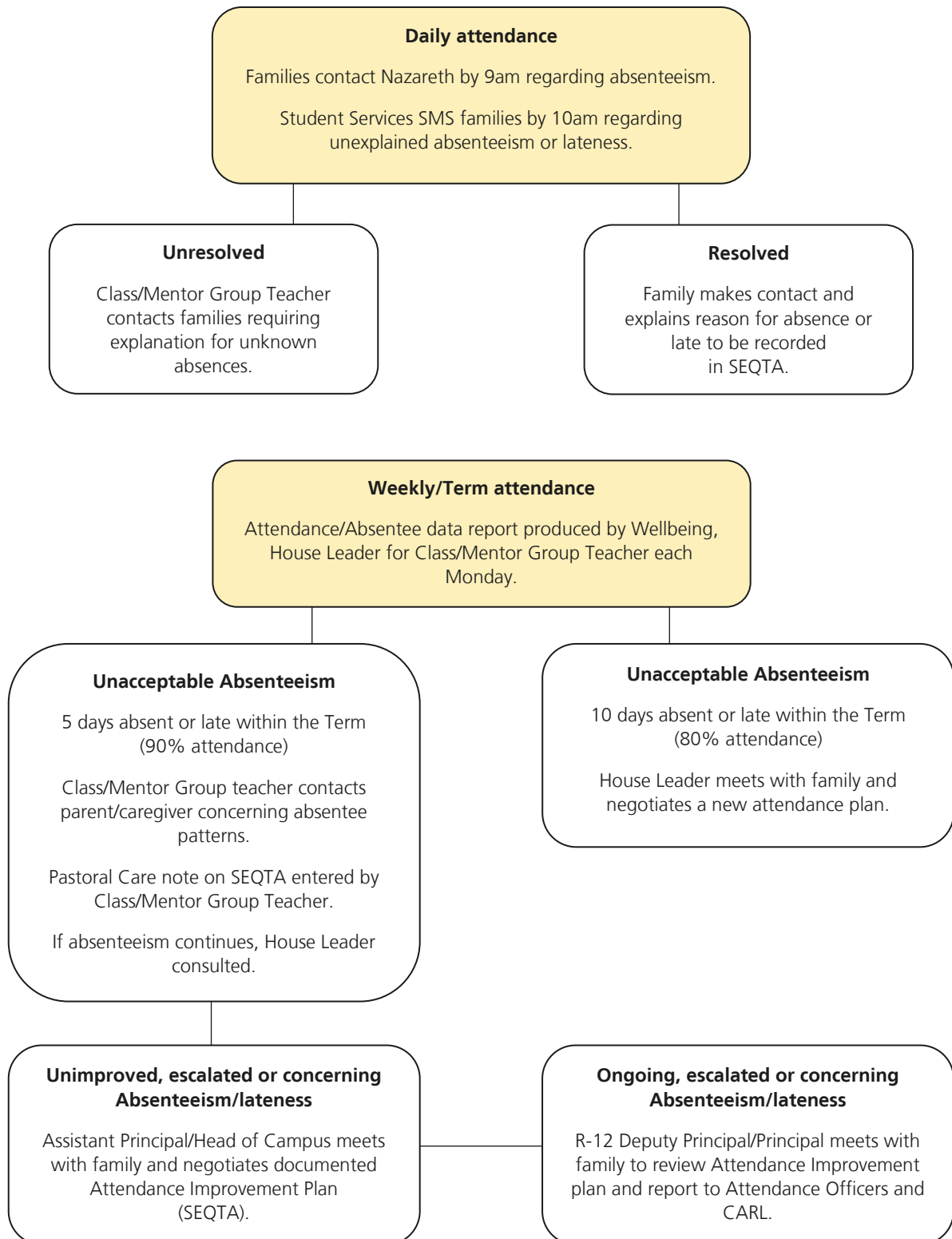
## **The Role of Campus Leadership**

Campus Leadership Teams will:

- Develop clear procedures in relation to attendance records and monitoring students who are absent from school.
- Coordinate and support the Wellbeing, House Leaders to monitor and support students at risk of not attending school regularly.
- Support families to ensure that all students attend school regularly.



## Staff responsibilities for monitoring attendance and absenteeism



## 5. RESPONSIBILITY FOR IMPLEMENTATION, MONITORING AND CONTINUAL IMPROVEMENT

Responsibility for implementation, monitoring and review of the policy is vested at the level appropriate to the following roles:

- Principal
- R-12 Deputy Principal
- Heads of Campus and Campus Leadership Team Members
- House Leaders and Year Level Coordinators
- Class and Mentor Group Teachers

## 6. REVISION RECORD

The following roles provide a point of contact for the policy and are responsible for its ongoing review:

Policy Leader	Principal
Approval Authority	Nazareth Leadership Team
Review Date	July 2024
Previous Revision Dates	July 2020

