



# ATTENDANCE POLICY and PROCEDURE

## AIM

To maximise attendance where poor attendance is symptomatic of our enrolment group.

To focus on learning and the immersion into learning as the best motivator for attendance.

To build up the student and the team so that attendance is a safe and positive experience

## POLICY

1. Under Tasmanian Law, attendance at College is compulsory until a child has completed Grade 10 or has turned 16 years of age. Schooling after this is considered to be 'post-compulsory' education.
2. Notwithstanding this distinction, all students enrolled in Capstone College (including 'post-compulsory') understand that choosing to be at the College is akin to a contract – a commitment to their own learning and the structures and boundaries that help this occur.
3. Consequently, the expectation is that all students will be at College on time and present for every class every day.
4. We understand that absence from College is sometimes unavoidable (e.g. illness) but absences do interrupt the flow of learning and disadvantage the student.
5. We ask that Parents/Carers/Students work with us to minimise absence (even for part of a day) and to make appointments (eg with health professionals) outside of College hours where possible.
6. Where a student has significant and long-term medical issues that affect College attendance the College will work together with the student's Medical and Support Organisations to provide support and enable the student to maintain enrolment.
7. If a Student is to be absent from College for all or part of a day the Parent/Carer/Student is asked to advise the College in writing at the first opportunity (in advance wherever this is possible).
8. If an absence is unplanned (as in the case of illness) we request that the Parent/Carer/Student ring the College mobile 0417 108 304 at the beginning of the day. If there is no answer we ask that they leave a clear message. If a student is absent and no notification has been received, the College will promptly follow up the absence by contacting the Parent/Carer/Student.



9. Email is an acceptable form of written communication of absences; texting is not. Texting is acceptable as an immediate form of communication but must be followed up with an email or written note.
10. Where a student is over the age of 18 they are considered to have the authority of an adult and are able to provide their own notes for absences.
11. Students under the influence of drugs including alcohol are **not** to attend College or be on College transport. While these are not official reasons for absences, a student who is being honest in this area and informs the staff accordingly, will not be negatively treated. Ongoing issues in this area will be referred to the student caseworker.
12. All class teachers maintain daily attendance registers and provide the College office with details for official records.
13. The College administration person maintains College attendance records in accordance with State and Federal requirements.
14. The College will inform Centrelink of any anomalies regarding a student's enrolment and attendance, and complete quarterly Centrelink returns honestly and with integrity.
15. If a student has had unexplained absences for more than 4 consecutive weeks, without communication, the College may treat the student as having withdrawn and will notify the Parent/Carer/Student in writing accordingly.
16. If a student shows they are not willing or serious about their education by erratic and unexplained attendance the student may have their place at the college withdrawn.

### GENERAL PROCEDURES:

- A Parent/Carer of a school-aged child must ensure that the child attends the College each day as required.
- In the case of absentees, we expect the Parent/Carer/Student to inform the College of the reason for the absence no later than 9.45am on the day of absence. If a student is absent and no notification has been received, the College will promptly follow up the absence by contacting the Parent/Carer/Student.
- Where a student is required to leave College for part of a day (e.g. for medical/dental appointments) the Parent/Carer/Student must inform the College in writing in advance.
- Where it is suspected that a student has a medical condition warranting exclusion from College the recommendations on the attached table will be followed.
- If there is a dispute as to the existence of a medical condition warranting exclusion, the student will be excluded until medical advice has been sought.
- In the case of absenteeism due to illness for 3 consecutive days or more, the College requires a doctor's certificate in relation to the absence.
- Upon request by the Parent/Carer/Student, the principal will conduct any follow-up tasks necessary to enable the Parent/Carer/Student to transfer enrolment to another College.



- If Parents/Carers wish their child/ren to be excluded from an activity at College, they must inform the College in writing in advance. A Self-Responsible Student must do likewise.
- Where total unexplained absences are above 10% for any one term the Student will be required to review the enrolment with the Principal with the aim of addressing underlying issues in attendance. This may include the student losing their position at the college.
- Parents/Carers who wish to withdraw their child/ren from the College must notify the Principal in writing in accordance with the Enrolment Policy, and until such time as the notification is received their child/ren will be deemed to remain enrolled. A Self-Responsible Student must do likewise. However, if a student has had unexplained absences for more than 4 consecutive weeks, without communication, the College may treat the student as having withdrawn and will notify the parent/carer in writing accordingly.

### ROLE MARKING PROCEDURES.

1. During breakfast Teachers, Youth Workers and Bus Drivers will converse and any issues will be noted on the Daily Attendance Sheet.
2. Teachers will note absences for all sessions on daily attendance sheet.
3. First period teachers will note absences and pass these on to the Administrator or rostered staff person for contacting Parent/Guardian/Student.
4. All staff will make a note of lateness to class and students who are out of class for any undue length of time.
5. A formal role check will occur before lunch each day, including following up on absence notes.
6. The Administrator or appointed person will update the College Attendance Register on a daily basis or no later than close of Business Friday of that week should this not be possible. The Principal will sign off on attendance sheets on Friday afternoon and enter unrecorded data as necessary.
7. The administrator will prepare attendance reports as required. These are to be sighted and signed off by the Principal.
8. The Administrator will inform Principal of any long-term attendance issues (i.e. unexplained absences).