



St Mary & St Mina's Coptic Orthodox College

"In Whom are hidden all the treasures of Wisdom and Knowledge"
(Colossians 2:3)

Updated 2016

St Mary and St Mina's Coptic Orthodox College Secondary Student Attendance Procedures

POLICY

The College will maintain an enrolment register and monitor daily attendance of students as a requirement of the amendments to the Education Act 1990 (NSW). The Act requires all students from the age of 6 years to the age of 17 years to be enrolled in a government or registered non-government school. They are required to attend school at all times when the school is open.

PROCEDURES

- (1) Roll call is held at 8.30am – 8.45am each morning. The student attendance is electronically recorded on 'SchoolPRO' at roll call.
- (2) Year Advisers (YA) mark the student attendance using the *2015 Mandatory Codes* (the codes). Appendix I
- (3) Students with notes for absences are to place them in their YA's tray before the morning bell.
- (4) YA collects, dates and initials student notes and letters regarding student appointments requesting early leave. The Head of College or Director of Curriculum approves/declines student early leave request letters.
- (5) The Enrolment Officer (EO) or a designated staff member adjusts the roll each day after noting students who are late arrivals and students who are sick (based on phone messages or telephone calls received).
- (6) Later in the day, the EO completes codes on schoolPRO based on the information provided on the absence notes on the day a student returns to school by their parent.
- (8) Rolls are stored electronically on site for seven years and then archived.

Daily Absenteeism and Late Arrivals

- (1) At approximately 9.15am the EO or designated staff member listens to the messages on the student absentee message bank to determine the students who are absent, each day.
- (2) The message bank is then checked throughout the day, three times before 1pm.
- (3) The EO or designated staff member sends a text message to parents whose son/daughter is absent and have not left a message on the College voice mail system, asking them to contact the College re their son/daughter's attendance.

- (4) Using SchoolPRO and the Late Student Sign-in Book, the EO or designated staff member updates SchoolPRO on a daily basis.
- (5) All students who are late must sign in at Reception and submit late notes if Roll Call is finished. Students complete a Late Slip (red), which is filed in the YA tray at Reception and recorded on SchoolPRO.
- (6) YA's are informed via email, by the EO and/or Receptionist or designated staff member of messages re students who are absent each day.
- (7) In serious cases the Head of College (HOC) is informed of situations when students are absent and the parents are unable to be contacted. Written correspondence will be sent to the parent to arrange a meeting with the HOC.

Year 12 Flexible Timetable

- (1) From Week 3 of their HSC Course Year 12 students with school approval and parental permission adopt a flexible timetable arrangement (subject to them using it responsibly and following school rules).
- (2) Students are required to be at school by the commencement of their first lesson, unless on a Pathways HSC Study Program. When students arrive they sign in and complete the Late Slip (red) at Reception.
- (3) Students with an early leave (have attend all lessons for the day on their timetable) may leave the College to go home. They are required to go to Reception to sign out and complete an Early Leave Slip (green). The receptionist checks the student's timetable to confirm the status.
- (4) The Year 12 Adviser calls parents whose son/daughter fails to abide by the above steps.

Roll Marking by each Teacher / Communication re Continued Student Absence

Each teacher is required to mark a class roll in each lesson. The class roll needs to be retained as a formal document which can be used as a reference point for processes such as writing Student Report comments as applicable. Teachers need to follow up on student absences from class with the Year Adviser, when concerned about a pattern of absenteeism, continued absence or the need to check on a student's partial absence.

Year Advisers communicate information to the EO about ongoing student absences from class/school as they are informed, or as a result of parent contact and communications.

Procedures for following up Partial Absence and Full Day Absences

1. Students are requested to bring a dated note from their parent to the YA for partial and full day absences stating the reason for their absence of lateness.
2. YA is to contact parents by telephone to request an absence note after 3 days, if one has not been provided.

3. EO distributes a record of student attendance, lates and partial absence each week.
4. YA is to email parents and ask students to write dates in their Student Diary when absence notes are overdue as a reminder.
5. If these strategies are unsuccessful a form letter is sent home by the enrolment officer. (see appendix 2)
6. The designation on the roll of the letter 'A' indicates an unexplained or unjustified absence. The following strategies will be pursued with the student and where necessary the parent/guardian.
 - Referral to the school counsellor
 - Parent Meeting with Year Adviser
 - Daily meeting with the Year Adviser
 - Continued absence - Referral to the Head of College
 - Letters written to parents about attendance requirements and school procedures in relation to attendance
 - Parent meeting with HOC

If 'A' non attendance is greater than 20 days, the College has an obligation under Child Protection legislation to report absences to Family and Community Services and if appropriate the Police. The EO will notify the YA that 20 has elapsed without a note being supplied by a parent. The following further steps will be taken:

- Referral to Association of Independent Schools for a compulsory parent/student Attendance Conference
- Should the student's attendance remain unsatisfactory, referral will then be made to the local or Children's Court where parents may be prosecuted.

A full outline of the Attendance Register Codes is located in appendix 1.

Special/Extraordinary Leave Requests

Vacation/Travel

- (1) Students who request extended leave for vacation/travel need to submit a written formal leave request form to the Head of College at the reception. Forms can be obtained from the Receptionist (see appendix 3).
- (2) Leave request forms need to be submitted to the Head of College a minimum of 2 weeks prior to travel dates, unless there are exceptional circumstances.
- (3) The Head of College will consider the leave request and approve or decline it. If successful, a Certificate of Extended Leave will be issued. (see appendix 4)
- (4) The Head of College informs YA about which students have been granted leave and the leave period involved.

Exemption from Attendance

- (5) Students who request exemption from attendance at school for health, domestic, elite sporting or elite entertainment reasons need to submit a written formal leave request form to the Head of College at the reception. Forms can be obtained from the Receptionist (see appendix 5).

- (6) Exemption request forms need to be submitted to the Head of College a minimum of 2 weeks prior to travel dates, unless there are exceptional circumstances.
- (7) The Head of College will consider the exemption request and approve or decline it. If successful, a Certificate of Exemption of Attendance will be issued. (see appendix 6)
- (8) The Head of College informs the YA of decisions made about leave requests and the leave period involved.

End-of-Term Procedures

- (1) At the end of each term, the YA and enrolment officer meet and check the attendance record on school PRO and notes are up to date.
- (2) The receptionist transfers student notes/letters and emails to the student files.