



PREAMBLE

Stella Maris College (the College) is a school of Good Samaritan Education established in 1931 in the Benedictine tradition. The policies of the College give expression to its values and ethos and/or reflect the legal requirements of a school registered and accredited by the NSW Education Standards Authority (NESA).

POLICY

Stella Maris College acknowledges that regular attendance at school is essential in order to maximise the potential of students. In partnership with parents/guardians, the College is responsible of promoting the regular attendance of students. Encouraging this regular attendance is a core responsibility and essential in the education and empowerment of girls attending Stella Maris College.

Source of Obligation

The NSW Registration Manual requires:

- (3.8) the Principal to keep a register, in a form approved by the Minister of the enrolments and daily attendances of all children at the College.
- (3.6.2) that a registered non-government school must provide a safe and supportive environment by:
 - having in place policies and procedures that provide for student welfare; and
 - maintaining a student enrolment and attendance register.

PROCEDURE

Daily Attendance Register

Stella Maris College keeps a register of daily attendance of all students at the College in both print (folders in Administration assistant office) and electronic form (College iWise system).

Attendance Registers are in a form approved by the Minister for Education, and the New South Wales attendance register codes (attached).

The register of daily attendance records the following information for each student:

- Daily attendance;
- Absences;
- Reason for absence; and
- Documentation to substantiate reason for absence.

Monitoring Daily Attendance

Stella Maris College has implemented the following systems and procedures in order to monitor the daily attendance of students and identify absences from the College:

- Parents/guardians are responsible for ensuring that they notify the College to explain the absence of their children on any particular school day. Notification may be provided by email or telephoning the College's Student Reception and should be made prior to the start of school.
- Class teachers take the class roll promptly at the beginning of each and every lesson time. ***The roll that is marked in PC sets the student's attendance for the day. If a student misses PC they must go to Student***

Reception to have their partial attendance recorded and only at that stage do we acknowledge the student as being present. If a classroom teacher sees that a student was marked absent in PC and is still absent in the system, they must be directed to student reception.

- All absences are recorded absences via the roll marking in iWise. They are then cross checked by Student Reception against the notifications that have been provided to the College that day. ***If a student is marked absent in 4 or more periods, they're deemed as an unexplained absence, this is different to the SMS that goes out at 11. That SMS is based on receiving 3 absences by recess.***

Following up Unexplained Student Absences

Stella Maris College has implemented the following systems and procedures in order to follow up unexplained absences from school.

- When an absence has not been notified by 11:00am an SMS Text Message is forwarded to the student's parents notifying them of the absence and requesting that they immediately contact the College.
- Where the absence remains unexplained the matter is forwarded to the students Head of Year for investigation and follow up.
- Where parents/guardians repeatedly fail to inform the College of absences the Head of Year will contact them directly seeking an explanation and remind them of their obligation to report absence.
- All information in relation to unsatisfactory attendance is recorded in student files and information with respect to attendance is provided in Pastoral Reports.
- In the case of persistent school avoidance or absence due to mental/physical health or refusal the case management protocols outlined in the Case Management of Persistent Absence Protocols will be followed by the College

Records of the Register of Daily Attendance

The register is retained for a period of seven years after the last entry was made, and copies of information in the register are stored in archives and electronically.

Implementation

Stella Maris College has set up a series of compliance tasks on our Assurance System, to ensure that key obligations under the NSW Registration Manual are managed effectively.

VERSION 3

Policy Approved: March 2018

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