



ST PIUS X COLLEGE

CHATSWOOD

ATTENDANCE/ENROLMENT

Introduction and Purpose

The attendance of students enrolled at the college is to be documented as required under the 'Education Act 1990' Education Amendment (School Attendance) Bill 2009 and as required by the Minister.

School attendance is essential to ensure that educational outcomes for College students are met. It is important that students and their parents are made aware of the necessity for regular attendance and that any failings in this regard are followed up promptly with the family concerned. Parents also need to be reminded that taking holidays in school time may have a seriously deleterious effect on their son's progress. In addition, students need to be reminded of the need for punctuality in class attendance, both from the loss of learning and organisational time they may experience and the likely disruption to the learning of others caused by their lateness.

Implementation

Enrolments:

- The Enrolment Registrar maintains a register of enrolments. These records are held securely within the administration offices.
- Enrolment records are held for five years and then they are archived indefinitely.
- Student information is recorded in the administration database upon enrolment. These details include Name, Date of Birth, Address, Contact Number(s) of Parent(s)/Guardian(s), Date of Enrolment, Previous School, information required for MCEECDYA reporting as well as other miscellaneous information.
- Records are kept, at sign out, of the destinations of students departing St Pius X College, particularly for those under 17. Registered letters are sent to Parents/Guardians where their destination is unknown or undisclosed. The Enrolment Secretary/Registrar, on behalf of the Principal, then contacts relevant Department of Education Home/School Liaison Officers if the destination remains unknown.

Attendance

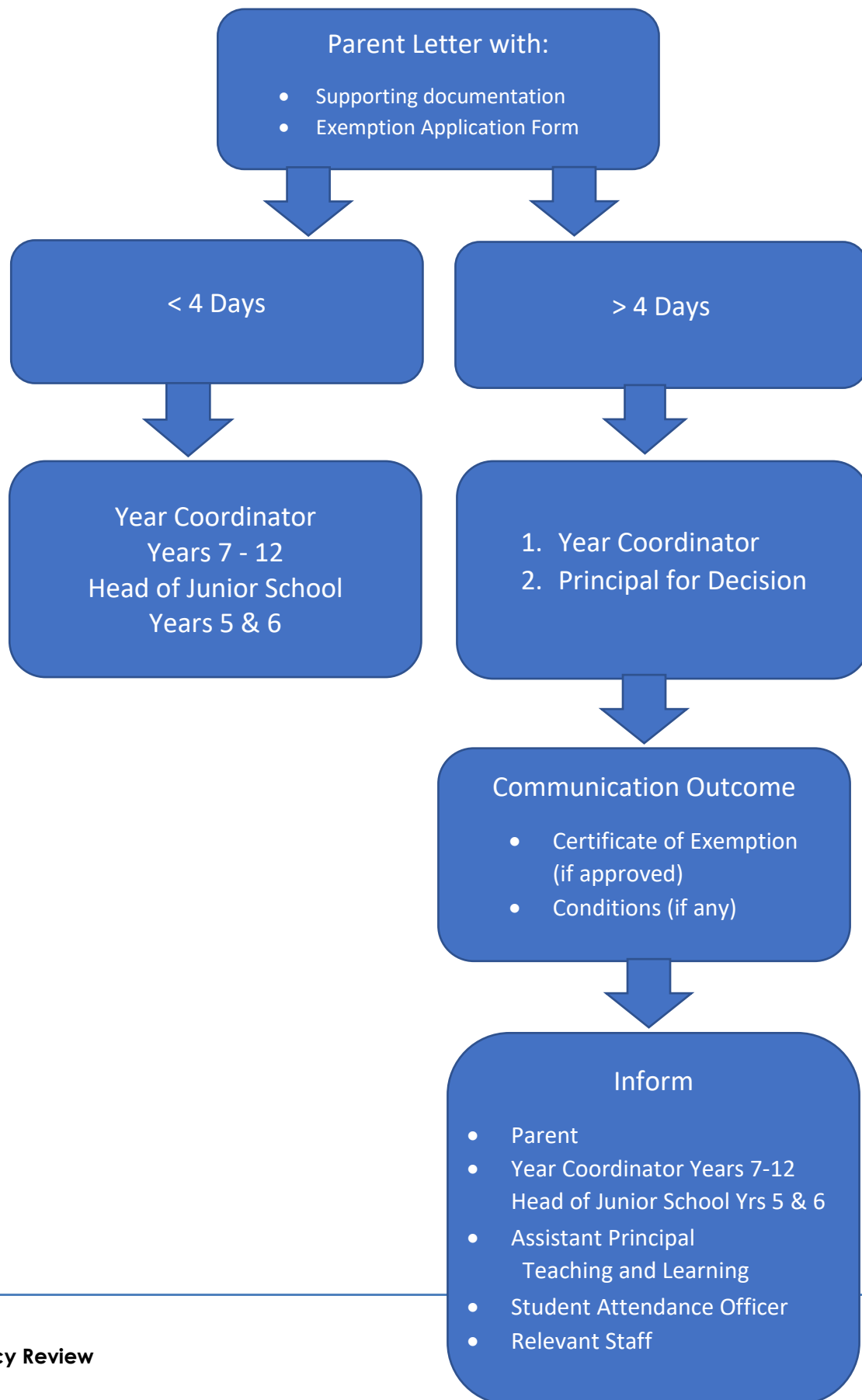
- Daily attendance is recorded during an administration period at 8.42am by staff responsible for a Roll Group/Homeroom. Absences are recorded by electronic device to the administration database for attendance using appropriate codes. Daily reports are emailed and posted up twice each day.
- If a student is absent for 3 consecutive days without explanation, contact is made with the parents. The Homeroom teacher, the Year Coordinator, Pastoral Teacher or the Receptionist does this and updates the attendance record accordingly.
- Any recorded absence from school is substantiated with a written note, verified email, voice mail communication or Doctor's Certificate and recorded as such in the administration database by the teacher using codes specified in the 2014 amendments to the Act. These notes are carefully filed and checked for authenticity, being retained for the required period.
- Each lesson class teachers take a roll by electronic device. Any variation or anomaly from the Homeroom Roll is reported to the relevant Year Coordinator or Administration staff for follow up.

- The Homeroom teacher brings any poor attendance patterns to the attention of the relevant Year Coordinator. The Year Coordinator makes a record of this and any subsequent communication is recorded and filed with the relevant student's records following parent contact/interview.
- As students progress from one year to the next issues such as poor attendance are brought to the attention of the new Year Coordinator as the students transition from one year to the next.
- Where situations of chronically problematic/habitual non-attendance occur the College will notify the NESAs Home School Liaison Officer and inform the student's Parent/Guardian/Caregiver of the notification.
- Such notification(s) will be made after interventions, conferences and compulsory undertakings have been effected. The 'trigger point' for notification would normally be attendance rates of 50% or less over two consecutive school terms and when the College has exhausted its repertoire of effective responses and interventions.
- The Deputy Principal and Assistant Principal - Pastoral Care, will jointly make the recommendation to the College Principal for notification and make the report to NESAs. The Assistant Principal - Pastoral Care will keep records and documents of each notified case. They will be maintained until the 17th birthday of the student who is the subject of the notification.
- All absentee records are kept in the administration database for the duration of the student's enrolment and utilized to quickly analyse patterns of attendance and for compiling mandatory data returns on student attendance. Absences are noted on Semester 1 and 2 reports for parent information.
- Electronic records and parental notes/associated documents are archived and kept for a period of 7 years.
- As part of the implementation of National Standards, holidays taken outside of school vacation periods are now included as unjustified absences "A". A Certificate of Exemption can no longer be granted for this purpose. This holds for any travel or holiday during the school term where the Principal does not accept that an absence is in the student's best interest.

SPX PROCEDURES FOR HANDLING REQUESTS FOR STUDENT LEAVE/EXEMPTION FROM SCHOOL

- ❖ 2009 Amendments to NSW Education Act (Section 25) took effect at start of 2012 school year making parents responsible for student attendance at school/educational institution until age of 17.
- ❖ October 2014 saw further Amendments to the Act.
- ❖ Principals in non-government schools have delegated power from the Minister of Education to approve exemptions from attendance (but not for holidays in term time).
- ❖ Applications for leave/exemption is to be made in advance.
- ❖ At the College up to 100 days in a 12 month period "can be considered" upon application to Catholic Schools NSW and to the Minister for Education.
- ❖ Basic reasons for approval:
 - Exceptional domestic circumstances, e.g. family holiday reunion or tour of educational value or family value
 - Other exceptional circumstances, e.g. student exchange
 - Elite sporting representation
 - Employment in entertainment industry
- ❖ The application form can be found on the College Website at <https://www.spx.nsw.edu.au/wp-content/uploads/2020/01/Applicaton-for-Leave.pdf>
- ❖ The Personal Assistant to the Principal will keep records of applications processed, decisions and exemptions issued.

REQUEST FOR EXEMPTION OR APPROVED LEAVE



Policy Review

Last Reviewed: 1 February 2020
Approved by: College Leadership Team
Renewal Date: Reviewed Annually