



ST PIUS X COLLEGE

CHATSWOOD

Attendance Policy and Procedures

Year 5 – 12

PURPOSE

The purpose of this document is to ensure that students and parents/carers at St Pius X College understand College procedures and the legislative requirements of student school attendance.

Student attendance is an important element of students' wellbeing and educational outcomes at St Pius X College. The college is legally required to keep a record of student absences and reasons for absence. Electronic records and parental notes/associated documents are archived and kept for a period of (7) years.

The College, in partnership with parents, is responsible for promoting the regular attendance of students. The college asks that all parents/carers be well-informed of the procedures surrounding student attendance. Once the school term commences, it is expected that a student will be at school promptly each day and attend each scheduled class on time. Failure to adhere to the College Attendance Policy will result in further consequences.

Legislative Framework

Section 22 of the Education Act 1990 (the 'Act') states that it is the duty of the parent of a child of compulsory school age (6 – 17 years) to cause the child:

- to be enrolled at, and to attend, a government school or a registered non-government school, or
- to be registered for homeschooling with the NSW Education Standards Authority (NESA) and to receive instruction in accordance with the condition to which the registration is subject.

All students who are enrolled at school, regardless of age, are expected to attend the school whenever instruction is provided.

Section 24 of the Act requires that principals keep a register in a form approved by the Minister of daily attendances of all children at the school. Attendance registers must be available for inspection during school hours by a NESA Inspector or by any authorised person.

NESA sets out minimum standards of compliance for non-government schools as documented in the Registration systems and Member Non-Government Schools (NSW) Manual (the 'Manual'). With regard to student attendance, the Manual states that schools must have in place, and implement, policies and procedures in relation to student attendance with specific reference to processes for monitoring attendance, and strategies to improve attendance.

Procedures for Absence – Illness, Late Arrivals, Early Departures, Extended Periods of Absence

Sick Leave and short term non-attendance

Attendance Rolls are marked in morning administration or assembly time 8:35 am – 8:47 am.

Students are marked absent or present by their Homeroom Pastoral Care Teachers on the Sentral timetable. Subsequently an email to the nominated parent's address is generated if the absence has not been explained by mid-morning.

Parents should therefore contact the College to explain any student absence prior to the commencement of the school day, via the Sentral parental portal app:

Using the Sentral portal to explain an absence: sentral.stpiusx.nsw.edu.au/auth/portal

Instructions Below

To add an explanation for your son's absence, please log into the Sentral Parent portal and navigate to the absence tab.

1. Click on the absence you want to send an explanation for.
2. Enter the absence reason in the text box provided.
3. Please note this will only be available for 7 days from the absence.

Please address the communication appropriately to the College staff and include the student's full name, date/s of absence, student's year and class group, reason for absence, likely return date, your signatory's details, relationship to the student, and return contact means.

If a student is absent for more than two consecutive days, or a pattern of concern arises, Pastoral Care staff should ensure that contact is made with the parents of the student to seek clarification and express our concern.

Attendance and the Sentral Parent Portal

All parents are required to record absences and early departures via Parent Sentral App.

SEE more below

3. Select the student (your absent son) and complete the fields

New Absence

Students

Type

Start Date

End Date

Comment

Submit a Future Absence Request

Provide explanation

1. Select absences from the menu

Absences

Daily Notices

Interviews

My Details

My Access

Help & Information

Links

Logout

2. Select absence type

Select absence type

Submit a Future Absence Request

Provide explanation

Whole Day Absences

If a student is going to be absent for a day or more, parents must register this via the *Sentral Parent app*.

- Click on Absences, then the + button at the top right of the screen
- Select the student, the reason, and the first and last day he will be absent
- In the Comments, note the reason for the absence

Late Arrivals

If a student is running late, parents must notify the school via the *Sentral Parent app*. The student must report to Student Services when he arrives at school to be signed in.

- Click on Absences, then the + button at the top right of the screen
- Select the student, the reason, and the date he is running late for as the start and end date
- In the Comments, note the reason for the absence and estimated time of arrival
- If a parent has not indicated a reason for the late arrival on Sentral or the school has not been contacted in advance, the student will be signed in as **Late Unexplained**. This unexplained late arrival can be rectified if contact is made by the parent/carer.
- Once a student has acquired three late arrivals with no valid explanation, the student will receive a consequence from their respective pastoral leader.
- Student Management will send a generic email at 10:00 am to the parents/carers of students who have been marked **Late Unexplained** and students arrived late due to school transport issues. The purpose of this email is to inform the parent/carer that the student was late to school. This also provides an opportunity for the parent/carer to respond with the valid reason or explanation.
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Early Leavers

If a student needs to leave early for an unavoidable reason, parents/carers can notify the school in advance via the *Sentral Parent app*.

- Click on Absences, then the + button at the top right of the screen
- Select the student, the reason, the date he will be leaving early for as the start and end date
- In the Comments, note the reason for the absence, who will be picking him up or if he is able to make his own way home

The student then reports to the Student Services to be signed out.

- Students are only permitted to depart school early for scheduled medical appointments, or for other acceptable reasons, with approved consent from a parent/carer via the Sentral Parent Portal.
- A student who is found to be leaving the college grounds without a valid reason and/or permission, is considered to be truant and will face disciplinary action.
- Parents/carers are requested, as far as practicable, not to make dental or medical appointments during school time. Missing lessons can affect a student's academic performance and routine.

Monitor student daily attendance/absence:

Once all information received from parents in the Sentral platform has been processed, a report is sent to all staff including reception staff to inform them of the student's attendance for that particular day. This report is sent twice daily at 10.00hrs and again at 11.00hrs.

Identify student absences from school and/or classes:

All entries relating to absence due to illness, lates, partials and leave applications which are received in Sentral are processed continuously throughout the day. A separate report which contains the information already processed in Sentral is sent at 08.55hrs via email to each individual teaching staff for that particular day. This report is purposefully written for each staff member and relates to their particular classes for the day. This report is emailed to all teaching staff again at 10.55hrs updating all details which have been received through the morning.

Each morning at 11.00hrs a report containing all absences, lates, partials and leave for that particular day is sent to the Pastoral Teams and Year Co-ordinators for their information.

Follow up unexplained student absences:

Sentral is set up to send all parents/guardians and carers an email relating to any unexplained absence or late at 10.00hrs daily. Once parents have responded to the email in Sentral – this is updated in the system throughout the day.

Each Friday all parents/carers and guardians who have not supplied a reply to an absence will receive a further request to do so via Sentral. This will cover a 5 day period of the current week.

Notify parents/guardians about poor school or class attendance – This is the responsibility of the homeroom teacher and Year co-ordinator

Monitor student attendance data to identify unsatisfactory attendance – This is the responsibility of the homeroom teacher and Year co-ordinator. However, School refusals and constant absences and lates once identified are sent in a separate email to the Year Co-ordinator, homeroom teacher and counsellor when necessary from Student Management.

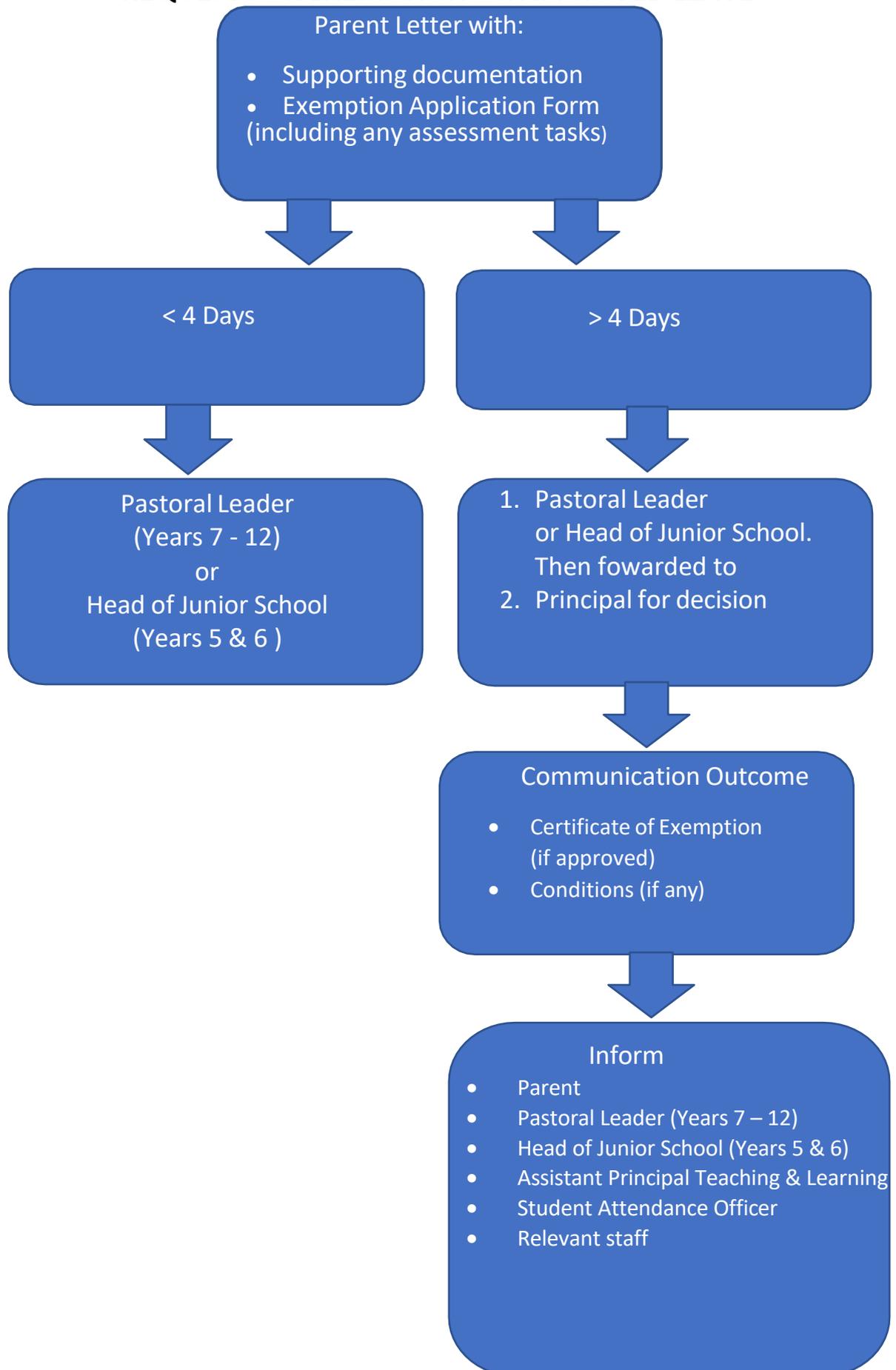
Improve unsatisfactory student attendance with intervention strategies to increase engagement in school and learning: Attendance plan provided by Joe McCarthy: [Attendance Strategy Template- draft.docx](#)

Maintain and record a student's unsatisfactory attendance: This is the responsibility of the homeroom teacher and Pastoral Leader.

Extended Periods of Absence

- Parents/carers requesting permission for extended holiday periods or absence due to extracurricular activities, must seek permission from their son's pastoral leader in writing, at least two weeks in advance. Permission is not automatically granted.
- For a leave of absence between 2 – 4 days, an Exemption for Leave form must be completed by parents/carers and forwarded to the Pastoral Leader or Head of Junior School for approval.
- For a leave of absence greater than 4 days, an Exemption for Leave form must be completed by parents/carers and forwarded to the Pastoral Leader or Head of Junior School. Upon approval, this form will then be forwarded to the Principal for approval.
- All assessment tasks being held during this period of leave must be included in the exemption for leave form.
- Once the leave has been granted, Student Management will update the student's attendance record in Sentral to reflect this approved leave.

REQUEST FOR EXEMPTION OR APPROVED LEAVE



Student Absence Codes

Only the codes approved by the Minister for Education can be used in the attendance register. The full list of codes and summary explanations are as follows:

A – The student’s absence is unexplained or unjustified. This symbol must be used if no explanation has been provided by parents/carers within 7 days of the occurrence of an absence, or the explanation is not accepted by the principal. It is at the principal’s discretion to accept or not accept the explanation provided.

S – The student’s absence is due to sickness, or as a result of a medical or paramedical appointment. In these cases:

- a medical certificate is provided or
- the absence was due to sickness and the principal accepts this explanation

If the explanation is doubted or the student has a history of unsatisfactory attendance, the principal may request a medical certificate in addition to the explanation.

L – An explanation of the absence is provided which has been accepted by the principal. This may be due to:

- Misadventure or unforeseen event
- Participation in special events not related to the college
- Domestic necessity, such as serious illness of an immediate family member
- Attendance at funerals
- Travel in Australia and overseas
- Recognised religious festivals or ceremonial occasions

E – The student was suspended from school

The following attendance register codes must be used to record a variation in attendance. They are not counted as an absence for statistical purposes.

M – The student was exempted from attending school and a Certificate of Exemption has been issued by a delegated officer.

F – The student is participating in a flexible timetable and not present because they are not required to be at school. This could include participation in:

- HSC Pathways Program
- Best Start Assessments
- Trial or HSC Examinations
- VET or TAFE courses

B – The student is absent from the college on official college business. This symbol is recorded where the principal approves the student leaving the college site to undertake, for example:

- Work experience
- School sport (regional and state carnivals)
- School excursions

H – The student is enrolled in a school and is required or approved to attend an alternative educational setting on a sessional or full-time basis. The symbol is recorded where a student accesses education settings separate to their mainstream school, such as:

- Tutorial centre or program
- Behaviour schools
- Juvenile justice
- Hospital schools
- Distance education

Daily Attendance- Roll Taking

Compulsory student daily attendance is taken during Homeroom. If a student is recorded as absent from homeroom without explanation, they will be recorded as **Absent Unexplained**. An email notification will be sent to parents/carers at approximately 10:00 am confirming the student's absence and requesting a response to confirm the student's location.

The email sent by the college states: *“(Name) was marked as an unexplained absence on (today's date). Please reply with your son's full name, year and reason for absence.”*

It is important these responses are received promptly in order to identify any unexplained absenteeism. It is imperative that contact details remain updated for this reason.

A parent/carer can respond by either replying to the email or by phoning Student Management. Once these responses have been received, the student's record will be updated to reflect the correct reason for absence. If a parent/carer believes their son to be at school, Student Management will endeavour to locate the student and confirm his whereabouts. Student Management will then update the attendance record accordingly and inform the parent/carer by phone that the student has been accounted for. If a student cannot be located, the absence will be immediately escalated to the pastoral leader or Assistant Principal, Pastoral Care.

If a student is marked **Absent**, however is present in Periods 1 – 6, the class teacher must send the student directly to the Student Reception to have their record amended.

The roll is marked every lesson on Sentral.

Disciplinary Action – Consequences for Unexplained Absences

At the conclusion of each school week, an Attendance Report is generated by Student Management detailing students who remain **Absent Unexplained**, **Late Unexplained** in Sentral.

It is the responsibility of each pastoral leader to follow up on Unexplained Absences with students/parents/carers to ensure the safety and wellbeing of the student. Disciplinary action will also be taken if required.

Illness at School

Students who fall ill at school should report to Student Reception where their illness will be assessed.

If necessary, parents/carers or an emergency contact person will be notified to arrange transport home. To this end, it is vital that parents/carers ensure contact details are kept up to date.

Students are NOT PERMITTED to call their parent/carer themselves OR to leave the college without permission. Failure to adhere to these requirements will result in consequences.

Once a student has been sent home, Student Management will be informed, and the student will be recorded as having left the college grounds.

Cocurricular Absences

If a student is unable to attend cocurricular training or Saturday sport due to illness, or for any other reason, this should be recorded on Clipboard. Student Management does not oversee cocurricular attendance.

Compulsory Event Attendance

Students are required to attend several compulsory events that are published in the college diary each year. A medical certificate is required for any absence from a compulsory event.

- Swimming Carnival
- Athletics Carnival
- Founder's Day

Policy Review

Last Reviewed: March 2025

Approved By: College Leadership Team

Renewal Date: March 2026