



ST JOSEPH'S NUDGEES COLLEGE

# ATTENDANCE POLICY AND PROCEDURES

POLICY DOCUMENT - OCTOBER 2018



ST JOSEPH'S  
**NUDGEES**  
COLLEGE

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# 2 Attendance Policy and Procedures

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St Joseph's Nudgee College is committed to providing a safe and supportive learning environment for all students, which enhances their holistic educational needs.

Research shows that regular attendance is integral to successful academic, employment and social outcomes. Accordingly, it is important that students, staff and parents/carers have the same understanding of the importance of regular student attendance.

St Joseph's Nudgee College is committed to promoting the key messages of the 'every day counts' approach, which promotes the following:

- All children should be enrolled at school and attend school every day.
- Schools should monitor, communicate and implement strategies to improve regular school attendance.
- Truancy and chronic absenteeism can place a student in an unsafe situation and impact on their future employability and life choices.
- Attendance at school is the responsibility of everyone in the community.

## RATIONALE

To provide students with the ability to achieve to the best of their ability and to create a clear inclusive and simple attendance policy that promotes high expectations of student attendance.

## RESPONSIBILITIES

### Parent/Carer Responsibilities

- Ensure that their child attends school on every school day for the program in which they are enrolled.
- Provide a satisfactory explanation of all absences, that is, any time during which a student is not attending or participating in their educational programs as timetabled, including excursions and school events.
- Contact the College prior to any planned absences. Where it is not possible, parents must provide the reason for any absence prior to 9.00am on the day of absence via the following:
  - Year 7 to 12 phone 3865 0536 or email [studentabsences@nudgee.qld.edu.au](mailto:studentabsences@nudgee.qld.edu.au)
  - Year 5 to 6 Phone 3865 0527 or email [juniorschool@nudgee.qld.edu.au](mailto:juniorschool@nudgee.qld.edu.au)
- In the case of planned absences during the Term or exam period, parents are to seek permission from the Principal.
- If the extended absence is approved by the Principal, parents need to contact their child's PC tutor to organise schoolwork for the period of absence.
- If the extended absence is medically based then parents are expected to contact their child's PC tutor to organise schoolwork for the period of absence.
- If a student is refusing to attend school, contact their PC tutor. Initiate or attend meetings to seek support and discuss their child's attendance or participation in educational programs.
- Advise the College of any changes to address, email or phone numbers to ensure the College records are accurate. Up to date data is essential in an emergency.

### Student Responsibilities

- Students must attend school each day. They must be on time and have all the necessary equipment.
- Never leave school during school hours without permission from parents/carers or the school.
- Report to the Student Office if arriving at school after 8.25am.
- Ensure all missed schoolwork is completed
- Make up missed time.

### School Responsibilities

- Regularly inform students, staff and parents/carers regarding the Attendance Policy and Procedures and making this publicly available through the College's website, newsletter, enrolment packages and Student Handbook Google drive.
- Monitor student attendance daily through roll marking procedures.
- Notify parents/carers of any unexplained absences, requesting a satisfactory explanation for their child's absence.
- Notify the Dean of Students when concerned that the explanation for the student absence is unsatisfactory.
- Discuss individual attendance with students and offer support and help to parents when school attendance has become a problem.
- Provide student with schoolwork when they are absent for legitimate extended periods of time.
- Notify the relevant authorities if non-attendance persists.

## PROCEDURES FOR SCHOOL ATTENDANCE

### Attendance

St Joseph's College will maintain attendance records and monitor the attendance of enrolled students through the implementation of the following procedures:

- Students are expected to be at school by 8.20am and to go to PC room in adequate time. Student attendance is taken for the first time by the PC tutor using live absent data.
- Students continually late to PC are to be referred to House Deans.

- A live roll is to be taken at the start of each class throughout the day and any discrepancies are reported to House Deans for follow up each day.

### Late Arrival at School/Classes

- Provide an explanation for any late arrival prior to 9.00am via the following:
  - **Year 7 to 12** phone 3865 0536 or email [studentabsences@nudgee.qld.edu.au](mailto:studentabsences@nudgee.qld.edu.au)
  - **Year 5 to 6** Phone 3865 0527 or email [juniorschool@nudgee.qld.edu.au](mailto:juniorschool@nudgee.qld.edu.au)
- Any student who arrives to school after PC has started must report to the Student Office to sign in and receive a late slip. This slip is to be noted by the class teacher upon their arrival to class.
- Any student who is late for classes will be given a suitable consequence by their classroom teacher. Persistent lateness to class will be referred to the House Dean.

### Early Departure from School

- Provide the reason, prior to departure, if their child requires to leave school early via the following:
  - **Year 7 to 12** phone 3865 0536 or email [studentabsences@nudgee.qld.edu.au](mailto:studentabsences@nudgee.qld.edu.au)
  - **Year 5 to 6** Phone 3865 0527 or email [juniorschool@nudgee.qld.edu.au](mailto:juniorschool@nudgee.qld.edu.au)
- Leave from school (appointments with doctors etc.) can only be given via parental request.
- In the case of illness, the student, under teacher direction and written authorisation, is to report to the Health Centre. Staff there will phone parents if home leave is necessary. The Health Centre will record absence.

### Non-Attendance

If students are absent from school at any time, parents/carers should advise the College by 9.00am and provide a satisfactory explanation for the absence. They can do this via the following:

- **Year 7 to 12** phone 3865 0536 or email [studentabsences@nudgee.qld.edu.au](mailto:studentabsences@nudgee.qld.edu.au)
- **Year 5 to 6** Phone 3865 0527 or email [juniorschool@nudgee.qld.edu.au](mailto:juniorschool@nudgee.qld.edu.au)

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## Truancy

Students found to be truant from class will be managed in accordance with Student Office procedures. House Deans will communicate with parents/carers and if necessary set up a meeting with parents/carers, the student and the Dean of Students. The behaviour will be noted on the student's file and any time missed will be required to be made up. This time could be done by participating in community service or in reviewing the schoolwork that was missed as a result of the truancy as part of an after-school detention.

## Chronic Absenteeism (School Refusal)

St Joseph's College identifies chronic absenteeism as students who are absent from school for more than 10 per cent of the time the student is expected to be present at school.

The issue of chronic absenteeism is complex and covers a range of behaviours, including school refusal. It is important for schools to investigate the patterns and underlying causes of non-attendance so that appropriate strategies that address the specific type of absenteeism can be implemented.

There is no quick or simple solution, nor a one-size-fits-all approach to addressing absenteeism. However partnerships between the College, parents and the local community can assist in reducing chronic absenteeism.

At a school level chronic absenteeism is to be managed by House Deans, counsellors and the Dean of Students. Together they will communicate with all necessary stakeholders to ensure that they are well informed.

In particular, House Deans, counsellors and the Dean of Students will liaise with parents/carers to develop the appropriate strategies to ensure the student presents at school on a regular basis. Strategies such as issuing fact sheets, developing home-based behaviour contracts, the use of restorative processes, and connecting with outside agencies may be implemented to assist students to return to school.



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**A Catholic School in the Edmund Rice Tradition**

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