
Attendance Policy and Procedure



Reviewed January 2024



Introduction

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.

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 5 to 12 please enter all absences via the Nudgee College App (Absentee Tile)



[Here is the link to download the app for APPLE.](#)

[Here is the link to download the app for ANDROID.](#)

- If a student is a Late Arrival, Early Departure or Part Day Absence you are also required to register this absence via the Nudgee College App (Absentee Tile)
- In the case of planned absences of 3 days or more during the Term or exam period, parents are to seek permission via Leave application A. This form for this can be found on the Parent Lounge under the Learning and Teaching tab..
- If the extended absence is approved, parents need to contact their teachers to organise school work for the period of absence.
- If the extended absence is medically based then parents are expected to contact their child's classroom teacher to organise school work for the period of absence.
- If a student is refusing to attend school, contact their House Dean. 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 and the school. If a student needs to depart early permission needs to be attained, and also signing out at the student office or junior school office.
- Report to the Student Office if you arrive at school after 8.25am.
- Ensure all missed schoolwork is completed
- Students who truant or are continually late to classes will be required to 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 Code of Conduct.
- Monitor student attendance daily through roll marking procedures.
- Notify parents/carers of any unexplained absences, requesting a satisfactory explanation for their child's absence, in accordance with Government legislation.
- Notify the Dean / Director 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 students with schoolwork when they are absent for legitimate extended periods of time.
- Notify the relevant authorities if non-attendance persists.

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 / Director 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 **20 percent** 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.

Policy Review

Reviewed by the Dean of Students (January, 2024). Ratified by College Leadership Team.

Next review scheduled for January 2025