



John Colet School

Attendance-Action Plan

1. Parent/Care Giver Responsibility

It is the responsibility of the Parent/Care Giver to:

- a) Ensure that their child attends school regularly.
- b) Promptly explain absences or partial absences by:
 - i. Email: attendance@johncolet.nsw.edu.au with reason for absence, or telephone the School Office 94518395 by 9.00am.
 - ii. If communication is by verbal this must be followed up by written communication.
- c) Obtain a Medical Certificate for illness longer than 3 days if required by Head of School.
- d) Make requests for extended leave in writing and addressed to the Head of School.

2. Student Responsibility

- a) When he/she arrives at School on time (at or before 8.30am), then he/she is to go to his or her Home Classroom.
- b) When arriving at School late (after 8.30 am) he/she is to report to the School Office first and collect a Late Pass, and then he/she is to go to his/her Home Classroom and give the Late Pass to the Teacher.

3. Teacher Responsibility

It is the responsibility of the Teacher to:

- a) Mark the roll in accordance with the common code approved by the Minister (see inside Class Roll), within the first 15 minutes of arrival in Home Classroom, unless delayed by School timetable (eg Assembly).
- b) Collect the Late Pass from any student who arrives late.
- c) In the event that a student arrives late and does not have a Late Pass, then the Teacher will send that student to the School Office to obtain a Late Pass and will then collect that Late Pass from the student.
- d) Notify any Absences to Office Reception by 9.30am.
- e) After having made the appropriate note in the Class Roll the teacher will: send any communications regarding attendance or absences from any Parent/Care Giver to the School Office for filing at the end of each week.

- f) Return all late passes to the office before Friday 10.30am.
- g) Refer requests for extended leave to the Head of School.

4. School Office Responsibility

It is the responsibility of the School Office staff to:

- a) Keep student records up to date.
- b) Issue Late Passes.
- c) Page teachers, over the school intercom at 9.15 am, to request any outstanding absences.
- d) Page individual teachers at 9.25am who have still not sent in Absentees. Page again as necessary.
- e) Check any parent/care giver communications and log reasons for any absence into Schoolpro software.
- f) In the event of unexplained absence:
 - i. check with siblings
 - ii. send SMS to parents by 10.30am.
 - iii. In the event that i) and ii) above do not yield a satisfactory explanation for the absence, email and telephone parent/care giver immediately.
 - iv. In the event that i) and ii) and iii) above do not yield a satisfactory explanation for the absence, inform Head of School and call Police (by 11.00am).
- g) File written communications from Parent/Care Giver detailing reasons for absence. Follow up parent/care givers who have not provided a written note until it is provided.
- h) Notify the Head of School of any repeated/ongoing absence or unexplained absence.
- i) Arrange for secure filing of Attendance Registers.
- j) Update STATS (Non-Government School's Student Attendance System) as required.

5. Stage Co-ordinator Responsibility

It is the responsibility of the Stage Co-ordinator to:

- a) Monitor compliance by the Teachers of the School's Attendance Policy, Procedure and Action Plan including giving feedback and training as required.
- b) In the event that a student has an identified record of repeated/ongoing absence exceeding 15-20% of school days, the Stage Co-ordinator will inform the Head of School. The Head of School will then arrange for the School Office to contact the parents by email. A copy of this letter is to be filed in the student's personal file.

6. Registrar Responsibility

It is the responsibility of the Registrar to:

- a) Receive student details on enrolment forms and arrange for these to be entered into Schoolpro.
- b) Receive confirmation that a student will be leaving the school and find out details, as legally required, detailing the name of the new school the student will attend. Where the destination is unknown, follow up with Department of Education and Communities Officer with liaison responsibilities, giving name, age, and last known address.
- c) Ascertain the reasons parent/care giver provides for leaving the school.

7. Head of School Responsibility

It is the responsibility of the Head of School to:

- a) Consider any written requests from Parents for extended leave and to approve or not approve such requests.
- b) Monitor repeated or ongoing absence via Weekly staff meeting and Attendance records.
- c) In the case of repeated or ongoing absence:
 - i. Weekly identification
 - ii. Ensure that Class Teacher has alerted parents/care givers that this has been noted, and any ongoing situation noted by Stage Co-ordinator.
 - iii. If necessary work with Stage Co-ordinator, Class Teacher and parents/care givers to devise strategies to improve school attendance.

8. Definitions

“Repeated absence” means a student misses school intermittently but repeatedly.

“Ongoing absence” means that a student misses school continuously.

“Extended Leave” means absence aside from illness or accident eg. Movie role, overseas travel.