



CORPUS CHRISTI COLLEGE

SEQUERE DOMINUM

CORPUS CHRISTI COLLEGE STUDENT ATTENDANCE PROCEDURE

Sources of Authority	
CECWA Policy	Community
Executive Directive	Student Safety, Wellbeing and Behaviour

PRINCIPLES

1. The College is required to keep accurate attendance records for all its students.
2. Students who fall below a 90% attendance (10 days, or 20 half days, in one semester) are deemed to be at risk. If there is not a valid reason for this attendance rate, a case management process involving the parents will be used to encourage the student to attend school more regularly.
3. All absences during term time are unauthorised unless sanctioned by the Principal. The College does not support students participating in family holidays during term time.
4. Successful learning is strongly linked to regular attendance and appropriate participation in educational programs.
5. Non-attendance may occur for a range of reasons including sickness, family reasons or truancy. Early intervention for non-attendance is crucial.
6. A student who truants (absent themselves without permission) has chosen to forego their educational opportunities and an appropriate sanction will be applied.
7. Parents are required to contact the College immediately with regards to reasons for an explained absence.
8. As a condition of enrolment, students are required to attend all College major events (e.g. Community Mass, Inter-house Carnivals, Corpus Christi Day) as well as activities associated with a Year group (e.g. retreats, examinations).
9. Teachers are not required to provide work for individual students who are on holidays during term time.

PROCEDURES

1. Absence During Term Time

Parents are required to take responsibility for the consequences of absences during term time. The student's timetable, learning program and assessments will proceed. As a consequence, there is a possibility that a student's results may be affected, including that of obtaining a zero mark for any assessments that are missed. The integrity of tests and assessments cannot be jeopardised to meet the needs of individual students who are absent under these circumstances.

While proposed assessment timings are indicated on assessment outlines, these times and dates may change due to variations in the learning program.

In exceptional circumstances, an absence may be authorised by the Principal for any student (e.g. student who is representing the College, state or nation). It is the parent's responsibility to apply for this absence at least three weeks prior to the absence.

2. Explained absence

It is a legal requirement that any absence must be explained by a phone call, SMS message or a written explanation from the student's parent or guardian. The College's absentee hotline is open 24 hours every day. Parents are requested to ring the absentee hotline on (08) 6332 2522 before 9.30am on the day of the absence with the following information:

- Name of student
- Year and Homeroom group
- Reason for absence
- Your name and relationship to the student

The College will contact parents/guardians via an SMS message on the same day if a student has been marked absent during Homeroom and no contact has been made with the College. Parents/guardians are required to provide an explanation by return SMS, a follow up email or a phone call.

Students needing to leave the College early must bring a note from parents authorising the absence. The note must be sighted by the classroom teacher and handed into Student Services prior to signing out. If they return to the College on the same day, students must sign in on their return.

Students who are absent on the day of a College social event (e.g. River Cruise, Socials) will not normally be permitted to attend the event. In circumstances when the absence is unavoidable, parents must contact the relevant Head of Year to seek permission for their child to attend the social event.

3. Late Arrival

It is the student's responsibility to:

- Arrive at school on time
- Move promptly to class during the day

Students who arrive late to school must report to Student Services immediately. Sanctions may be imposed for repeated lateness. It is also important for students to arrive at class on time. Teachers keep records of students who arrive late to their class and may issue appropriate consequences.

Students who are delayed by a staff member should request a note to be written in their Student Diary. Repeated lateness will be viewed as a serious issue and referred to the Head of Year. Students will not be allowed out of class without a note from a teacher recorded in the Student Diary.

4. Sickness and Injury

When there is a possibility of extended absence, the parent/guardian must inform the Head of Year who will assist in ensuring the absent student can access as much of their normal course work as possible. Teachers where possible will support the student's ongoing education and minimise the impact of the absence on marks or grades. As per the College Assessment Procedure, a medical certificate is required if an examination is missed.

5. School Incursions/Excursions

Prior to an approved incursion/excursion, students must inform all their teachers. Students must ensure they catch up on any work missed.

Authorised by:	Frank Italiano, Principal	Date:	11 June 2021
Effective date:	11 June 2021	Next Review:	2024

ADDENDUM TO STUDENT ATTENDANCE PROCEDURE

Homeroom roll call

Every morning the homeroom teacher will record the names of absent students electronically using SEQTA.

Absence notification

All explained absences from school are to be covered by a note, telephone call or email from parents.

Student Services

Students who arrive late (during Homeroom or after period 1 has begun) are required to sign in at Students Services. Those who leave the College for appointments before the end of the school day are also required to attend Student Services to sign out.

Each lesson

Class teachers are required to record the roll electronically using SEQTA.

Permission to leave classroom

Where a student is to be temporarily absent from a class (toilet, drink, locker) the class teacher is to sign the Student's Diary, which they are required to carry with them when they leave the room.

Permission to attend in-school appointment

Students are permitted to leave a timetabled class to attend an in-school appointment, e.g. College Psychologist, Careers Counsellor, Music lesson, by presenting their timetable/ appointment note to their timetabled teacher. Their destination and time of departure are then recorded in the Student's Diary.

Attendance data checking

At the end of each day, a list of students with unexplained absences will be distributed to relevant teachers for follow up.

Termination clearances

Written notification from the parent/guardian is required when a student's enrolment at the College is being terminated. The student is also required to obtain a clearance form from Student Services. This enables outstanding College resources and accounts to be checked and settled.