



Attendance Policy

College Mission

Cabra Dominican College is a Catholic school in the Dominican tradition. It strives to provide an environment that nurtures and develops young people's unique gifts: liberating them in the search for truth, and empowering them to create a better world. Cabra Dominican College is committed to providing an environment in which all students feel welcomed, safe and valued.

Context

The Education Act (1972) requires that children of compulsory school age 6 - 17 years are enrolled at and attending school. Once a child is enrolled, they are required by law to attend school. The responsibility for meeting this legal requirement rests with the parent/caregiver.

In realising its mission and vision Cabra acknowledges the importance of students being punctual and at school 'all day, every day' because it:

- engenders a sense of belonging for the students and their community;
- enables students to participate fully in their learning;
- enables students to gain maximum benefit from their schooling;
- shows respect of self and others in the learning environment;
- is a good habit that will support future career aspirations.

Policy Statement

Cabra Dominican College recognises the importance of:

- student attendance at every scheduled school day and lesson;
- individual student management and recording of student attendance and non-attendance;
- communication with parents/caregivers in relation to student attendance.

Scope

This policy applies to all students, parents/caregivers and is supported by staff working within or for Cabra Dominican College.

Principles

Attendance is compulsory for all students enrolled at Cabra Dominican College. While many students in the senior years have varied timetables that allow greater flexibility in their studies, full attendance and punctuality for all lessons (and/or where applicable, vocational educational lessons) is an important part of achieving success, and develops a healthy attitude for work after graduation. As schools are accountable to both the state and federal governments for maintaining accurate records of student attendance it is very important for all students to adhere to Cabra's 'Absenteeism or Lateness Procedure.' Students may also check in with the staff in the Student Services Office if they have any concerns regarding the accurate recording of attendance for college transcript/reports.

Responsibilities

Students will:

- arrive at school no later than 8:45am to attend morning Home Class;
- ensure that they report to the Student Services Office to sign in if they arrive after 8:45am;
- be punctual and attend all scheduled lessons (including studies) during the school day;
- sign out at the Student Services Office if leaving the school early;
- follow the process for seeking approval for flexible adjustment;
- liaise with subject teachers when they will be absent for an extended period of time.

Parents/caregivers will:

- ensure that their child/children attend school every day during term time;
- support their child/children to arrive at school by 8:45am at the latest;
- notify the school via the absentee line, or via SMS, email or the app by no later than 9am if their child is unable to attend on a particular day, or if their child will be late to school, providing a reason for absence or lateness;
- inform the Deputy Principal: People, Culture and Operations/House Leader if an extended absence due to illness is likely;
- on request, supply a medical certificate for long absences of their child/ren;
- adhere to the SACE policy on absenteeism in relation to summative assessment tasks;
- notify Student Services Office if their child is to leave school early by writing a note, contacting the absentee line, or via SMS, email or the app;
- inform the Deputy Principal: People, Culture and Operations in writing, and complete 'Form C' prior to a planned absence of greater than 5 days;
- ensure that all emergency contact details, including the parent/caregiver's mobile telephone number, are up to date and current.

Staff will:

- monitor each student's attendance and/or lateness;
- ensure that the SEQTA attendance records are accurate;
- contact the parent/caregiver regarding a student's inconsistent or ongoing unexplained non-attendance;
- where that staff member is a Home Class Teacher, inform the House Leader of three or more days of unexplained non-attendance;
- liaise with the House Leader if communications with parent/caregivers are unsuccessful;
- build and maintain good relationships and open lines of communication with the student and their family.

House Leaders will:

- phone parent/caregiver and ascertain the reason of unexplained absence after three days of non-attendance;
- liaise with Home Class Teachers regarding strategies to re-engage the student to attend school;
- liaise with Dean of Students, Deputy Principal: Student Wellbeing and Leadership, Deputy Principal: People, Culture, Operations, when parent/caregiver contact is unsuccessful;
- liaise with Executive Leadership when ongoing absences occur;
- liaise with parent/caregiver by phone, email, letter and document interventions, strategies, home visits, phone calls and include them in student's file, regarding unresolved absenteeism.

Student Services Office staff will:

- manage all late and early student departures;
- ensure any correspondence or messages regarding absence are recorded in SEQTA;
- manage attendance data on SEQTA daily;
- ensure the SMS non-attendance system is operational no later than 11am;
- not allow students to leave the college grounds unless parent permission is received via phone, email or college app;
- liaise with House Leaders and Executive Leadership Team when appropriate.

Executive Leadership, subject to the responsibilities set out in respect of the teachers and House Leaders, will:

- support parent/caregiver to apply in writing and complete the appropriate documentation for approval of temporary or permanent exemptions;
- liaise with parent/caregiver regarding modified attendance, alternative programs, health care plans, restorative practices and curricular support;
- report high unexplained absences of Aboriginal students to the Indigenous Education Unit at Catholic Education SA (CESA);
- contact a CESA Attendance Officer, if attendance issues are not resolved or if a student is absent for ten (10) days or more per term;
- oversee the ongoing monitoring and re-engagement of the student once a referral has been made;

- maintain an oversight of student attendance every month and provide a regular report to the Principal;
- review enrolment status if deemed necessary.

Related Documents and References

- Absenteeism or Lateness Procedure
- Education Act 1972
- Education Regulations 2012
- Compulsory Education Legislation
- Children and Young People (Safety) Act 2017
- Cabra Dominican College Student Handbook
- SACE Assessment Policy 2016
- Cabra Dominican College Assessment Deadlines Policy

Policy Title: Attendance Policy
Ratified by Executive Leadership: 2018
Policy due for review: 2021