



Attendance Policy

1 Context

The *Education and Children's Services Act 2019* (SA) requires that children of compulsory school age are enrolled at, and attend, school. The responsibility for meeting this legal requirement rests with the parent/caregiver.

2 Policy Statement

- 2.1 In realising its mission and vision Cabra acknowledges the importance of students being punctual and at school 'all day, every day' because it:
- (a) engenders a sense of belonging for the students and their community;
 - (b) enables students to participate fully in their learning;
 - (c) enables students to gain maximum benefit from their schooling;
 - (d) shows respect of self and others in the learning environment; and
 - (e) is a good habit that will support hopeful future career aspirations and wellbeing.

3 Definitions

Persistent Absences means continued absence (not necessarily for consecutive days), whether explained or unexplained, which, in the opinion of the Deputy Principal: Student Wellbeing and Leadership, requires intervention to ensure that Cabra and the parent/caregiver is complying with their legislative obligations.

Student at Risk means a student who has Persistent Absences, Unexplained Absences or otherwise poor attendance in the opinion of the House Leader.

Unexplained Absences means an absence from school which has not been explained by a parent or caregiver in keeping with the Absenteeism or Lateness Procedure.

4 Scope

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

5 Principles: Attendance Requirements

- 5.1 Attendance at school and in all timetabled lessons is compulsory for all students enrolled at Cabra Dominican College.
- 5.2 Students should be punctual in their arrival to school, and their timetabled lessons.
- 5.3 Students who are unwell should not attend school. In such cases, their parents or caregivers should notify the school in keeping with the Absenteeism or Lateness Procedure.
- 5.4 In the case of absence due to illness, students and parents/caregivers should be aware of the need for medical documentation:
- (a) to certify absences longer than three days; and



- (b) to excuse absences on due dates or scheduled dates for SACE assessments.
- 5.5 Students in the senior years may have timetables that allow greater flexibility in their studies (due to reduced subject numbers or VET commitments, for example). Notwithstanding this flexibility, full attendance and punctuality for all lessons (or, where applicable, vocational educational lessons) is required as an important part of achieving success.
- 5.6 Cabra is accountable to both the state and federal governments for maintaining accurate records of student attendance. As such, students and their parents/caregivers are required to adhere to the 'Absenteeism or Lateness Procedure' as detailed in the Student Handbook.
- 5.7 Cabra staff (including the Home Class Teacher, House Leader, Director of Students and Deputy Principal: Student Wellbeing and Leadership) will work with students and parents/caregivers to support Students at Risk with good attendance practices and punctuality.
- 5.8 Parents/caregivers have a responsibility to work in partnership with Cabra staff as required to ensure good attendance practices and mitigate against Persistent Absences.
- 5.9 Notwithstanding clause 5.7 above, Cabra may report Unexplained Absences or Persistent Absences to state and federal authorities, in keeping with Cabra's legislative requirements.

6 Principles: Extended Student Absences

- 6.1 The College recognises that, from time to time, parents may seek to absent students from school for an extended period, such as for a holiday.
- 6.2 Whilst the College recognises the positive impact family holidays can have on a student's development, the College's position is that extended periods of absence from term time can negatively impact a student's learning program and as such, should be avoided where possible. In particular, parents of senior students need to be mindful:
- (a) of the impact missed work can have on their child's South Australian Certificate of Education (SACE) outcome and final Year 12 result.
 - (b) of the many specific requirements that need to be completed to a satisfactory standard for the SACE.
 - (c) that absence due to family holiday does not entitle a student to special provisions; if compulsory SACE requirements are not met, it may result in a student having to repeat work, or catch up at a later date for SACE completion to be achieved.
- 6.3 If extended absence is unavoidable, parents/caregivers will need to ensure that they:
- (a) make contact with the Deputy Principal: People, Culture and Operations;
 - (b) complete and send in the Principal Approved Application for Exemption from School, Form C, at least two weeks prior to the leave;
 - (c) for Year 10-12 students: Contact the Deputy Principal: Learning and Teaching regarding any SACE requirements and deadlines.
- 6.4 Additionally, Parents and Caregivers should be aware that extended absences may inhibit the ability for the College to provide a detailed academic report, due to the lack of learning evidence.
- 6.5 Cabra Dominican College staff are extremely generous with their time, however, it is an unreasonable expectation to ask teachers to spend additional time with students who have

chosen to miss programmed time. That is, it is incumbent on students to be proactive in reviewing SEQTA for a summary of the learning programme, and teachers will not be required to send work home, provide work in advance of a holiday, or meet with students on their return to catch them up.

7 Related Documents and References

- Cabra Dominican College Student Handbook ('Absenteeism or Lateness Procedure')
- Cabra Dominican College Work Completion Policy
- [Children and Young People \(Safety\) Act 2017 \(SA\)](#)
- [Education and Children's Services Act 2019 \(SA\)](#)
- [Education and Children's Services Regulations 2020 \(SA\)](#)

8 Revision Record

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	2.0	2018		Minor revision			
	3.0	2021		Significant revision/redrafting and incorporation of Extended Absence Policy			