



Attendance Policy and Roll Marking Procedures

It is the expectation of the college that students attend school at all times. Processes have been established to monitor and support students and parents in maximising student's attendance.

Definition of late - anyone who is not at school ready to start period 1 at 8.45am. For senior students this applies to first timetabled class.

Daily procedures

Classroom teachers and roll marking

1. Every period, class teachers must record student attendance in their own personal rolls.
2. At the start of each period, classroom teachers also mark student attendance/absence on a central roll (Xuno) on their laptops.

Note: If a student misses more than three consecutive classes with one teacher that teacher will send a note to the coordinator in the Student Management Computer Program (however all absences will be recorded)

Student absence notes and medical certificates

- Years 7 - 10 – all absence notes and medical certificates are to be given to the general office
- Years 11 - 12 – all absence notes and medical certificates are to be given to the Later Years coordinator.

Students late to school

On arrival all late students are required to attend the general office to collect a late pass.

Students are recorded in the 'late to school' computer program. Students who are late to school will be required to complete a lunchtime detention. Any student who does not attend this detention will be allocated 1 demerit point. The accumulation of 4 demerit points will result in a suspension. Senior students accrue late time if they are 10 minutes late for any class. Accruing five late passes is the equivalent of missing a lesson. The college looks at senior students accrual of late passes and determines action on a case - by - case basis.

The attendance officer is to enter data from late to school computer program – print weekly unexplained absences.

Students leaving the college early

Notes are to be presented to the office at the beginning of the day and students collect an 'Early Leavers Pass'.

Attendance Policy and Roll Marking Procedures 2

Out of college grounds

No student is permitted out of school grounds for lunch or any other time. Only students with permission from parents may leave the school grounds after they have signed the Early Leavers Book located in the general office.

Parents will be notified by telephone if their child has an unexplained absence of two days or more.