



## 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 (A+) on their laptops.

Note: If student miss more than two to three consecutive classes with one teacher that teacher will make a comment to the coordinator in the incident book. If roll monitors do not arrive, please inform the attendance officer as soon as possible.

#### 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 class

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

Students are recorded in 'late to school' book. After four late passes, students obtain an afterschool detention and parents are notified.

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 book – print monthly 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'.



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### **Out of college grounds**

No student is permitted out of school grounds for lunch or any other time. Only students with permission to go to the mosque on Friday, Early Leavers (with permission slip) or students on approved excursions may leave the school grounds.

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