




H007	Attendance Policy
Purpose	To articulate the school's commitment to recording student attendance and to outline the approach to be taken if a student is absent without notice.
Authority	Criminal Code Disability Discrimination Act 1992 (Commonwealth) Disability Standards for Education 2005 (Commonwealth) School Education Act 1999 and School Education Regulations 2000
National Principles for Child Safe Organisations	Principle: 1. Child safety and wellbeing is embedded in organisational leadership, governance, and culture.
Policy	The school will record the attendance of all students, as a minimum: <ul style="list-style-type: none">• At the commencement of the day• At the commencement of the afternoon.
Delegation	The Principal
Related Policies	Proc005 Crisis Management CP005 Screening Staff & Volunteers CP001 Child Protection H001 Chronic Illness H006 Mental Health H008 First Aid Policy I002 Excursion and Camp R002 Student Discipline CP006 Students Whereabouts Unknown
Review Authority	Management
Next Review Due	October 2025
Keywords	Attendance; absence; absent; leave; safety; student wellbeing
Authorised by:	
ESG Chairman	D Swarts
Date:	October 2022

REVISION HISTORY		
Version	Review Date	Synopsis
1.0	Jun 2010	Adopted by Board.
1.1	Jul 2012	Minor amendment for clarification.
1.2	Nov 2015	Minor grammatical amendments.
1.3	Oct 2018	Minor amendments: checked if it lines up with School Handbooks.
1.4	Oct 2022	Added National Principles.



HP007

Attendance Procedure

To promote the safety and wellbeing of all students, the school will establish and adhere to meticulous record keeping of all who attend the school or at a school-based function/activity and all who either do not show up or who leave during the course of the day. This includes all students who leave due to illness, or parent approved appointments.

If a student is absent and parents/guardians have not notified the school about this, every reasonable endeavour will be made to locate the student to ensure his or her safety.

Parental Responsibility:

Parents/guardians are required to notify the school in person, by phone, by email or in writing if their child(ren) will be absent from school. This must be done prior to the commencement of classes. Reasons for absenteeism must be provided. (It needs to be noted that this is checked when census audits are conducted by the Department of Education Services (DES)).

School Responsibility:

The school is responsible for the recording of all students in attendance, as well as for all who are absent. It will record attendances and absentees at least twice a day, at the commencement of the first session of the day and at the commencement of the first session of the afternoon.

Absenteeism:

If a student is absent from class at the beginning of lessons or leaves during the day, the relevant teacher will immediately make this known to the school secretary or Principal. The school secretary/Principal or her/his proxy will then attempt to contact the parents by phone by or just after 9am to establish the student's whereabouts. If no contact is made with the student's parents/guardians, the next of kin (as listed on the enrolment form) will be contacted. If no response, the process will be repeated at 10.00 am. For the John Calvin Christian College (JCCC) the process is repeated at the beginning of period 2 if they are still marked as absent.

If the school and the parents/legal guardians or next of kin cannot locate the student, in consultation with the parents, the police will be notified as soon as possible.