

Attendance

Policy

Students at Australian Christian College are expected to attend normal school hours every day of each term. In the event that a student is not in attendance, the college requires parents or guardians to provide an explanation for their child's absence from school.

The college maintains an electronic enrolment register and attendance records in accordance with the attendance dataset.

Procedure - The Enrolment Register

1. The college will maintain an enrolment register with the following information:
 - a. The name, age and address of students.
 - b. The name and contact telephone number of parents and/or guardians.
 - c. The date of enrolment and, where appropriate, the date of leaving the school and the student's destination.
 - d. For students older than six years – the previous school or pre-enrolment situation.
2. The enrolment register is to be kept in electronic format for a minimum of seven years after the student leaves the college.
3. The enrolment register will be backed up offsite.

Procedure – Attendance Dataset

1. The attendance database is to include the following:
 - a. Daily attendance which may be recorded by noting daily absences.
 - b. Absences.
 - c. Reason for Absence.
 - d. Documentation to substantiate the reason for absence.

Procedure - Attendance

1. The classroom teacher will use the electronic database accessible on their laptop to mark attendance at the beginning of the school day and after lunch.
2. Students who are not present during the marking of attendance are to be recorded as absent. The electronic database refers the list of absent students to the school office.
3. Students who arrive after the beginning of the school day are to report to the school office prior to going to class where the staff member will change their status from absent to late.
4. When a student is marked absent from school, the admin staff member is to check if the school has been notified of the student's absence in writing by the parent or guardian. This check is to occur on the same day that the student has been marked as absent.
 - a. If the parent or guardian has provided a written explanation, the staff member will put a copy of the explanation into the student file and mark the absence record on the electronic database as absent with explanation.

- b. If the parent or guardian has not provided a written explanation, the staff member will leave the absence record as absent.
5. The staff member is to follow up each absence by requesting a written explanation from the parent or guardian within a four-week timeframe.

Procedure – Students leaving school during school hours

1. Parents or guardians are to notify the school office if their student is leaving school during school hours.
2. The staff member will inform the classroom teacher if a student is going to leave school during school hours.
3. The classroom teacher will send the student to the school office at the time of departure.

Procedure - Monitoring of Regular Non-Attendance

1. The college may observe trends in student attendance which identify regular non-attendance at the college.
2. The Principal or their delegate will notify the parent or guardian and request an explanation of the regular non-attendance.
3. If the non-attendance is not resolved, the Principal or their delegate will write to the parent/guardian requesting an immediate resolution.
4. Failing resolution, the college will unenroll the student.

Procedure - Archiving of Student Attendance Records

1. The register of enrolments is to be retained for five years after the student leaves the college.
2. The register of daily attendance is to be retained for seven years after the student leaves the college.
3. The online database will be backed up offsite.

Version

2.0

Review

2016 or as required