

## Attendance Policy

### 1. Purpose and Objectives

This policy defines the school's method of monitoring student attendance and reporting processes.

### 2. Definitions, Terms, Acronyms

Canterbury College / the School	Canterbury College Ltd or any controlled entities of Canterbury College Ltd.
Attendance	The action or state of going regularly to or being present at a place or event.
Compulsory School Age	(from Education (General Provisions) Act 2006 s9) A child is of compulsory school age if the child is at least 6 years and 6 months, and less than 16 years. However, a child is no longer of compulsory school age if the child has completed Year 10.
Compulsory Participation	(from Education (General Provisions) Act 2006 s231) A young person's compulsory participation phase 1. Starts when s/he stops being of compulsory school age; and 2. Ends when the person: a. Gains a certificate of achievement, Senior statement, Certificate III or Certificate IV; or b. Has participated in eligible options for 2 years after the person has stopped being of compulsory school age; or c. Turns 17.
Sick Leave	Leave, due to illness, which parents/carers have advised the school of. If the child is away for 3 or more consecutive days, they will require a medical certificate.
Medical leave	Leave which parents/carers have advised the school of, for a child to attend a medical appointment (i.e., orthodontic/doctor's/hospital appointment).
Approved Leave	Leave approved by the relevant Head of each sub-school.
Unapproved-Parent Acknowledged Leave	Leave which parents/carers have advised the school of; however, is not approved by the relevant Head of each sub-school.
Unapproved Leave	Leave which parents/carers have not advised the school of and is not approved by the Head of the relevant sub-school. For example, when a child is late for school, and they do not have a note or a parent/carer with them. Or they have left school early/not attended a class throughout the day without permission.
Will Be Late	When a parent/carer advises the school their child/ren are going to be late for school – entering the reason into the notes.

Parent Acknowledged	When a parent/carer calls to advise that their child/ren will be absent from school and they do not give a reason why, or they advise that it is personal.
Parent/Carer	The person(s) charged under law with the legal responsibility for the long-term interests of the student (usually parents).
School Refusal	When a parent/carer contacts the school to advise that their child/ren are currently refusing to attend school. The Head of House/Assistant Head of Junior School and School Counsellor will need to be notified.

### 3. Policy Scope/Coverage

The Attendance Policy applies to all parents/carers and students enrolled at Canterbury College and all teaching and administrative staff responsible for the care of students.

### 4. Policy Statement

Canterbury College:

- Believes daily school attendance is important for success in education and to ensure our students do not fall behind.
- Requires students to be present for the full school day, from 8:30am until 3:15pm
- Does not support students missing school due to family holidays taken during term time
- Encourages strong lines of communication between parents/carers and the College.
- Provides a safe and supportive learning environment where students do not feel victimised or judged for having attendance or lateness issues, but rather supported, respected and understood.
- Monitors the attendance of each student, including lateness to school, lateness to class and early departures from school and provides support and intervention in the event that attendance levels are low.

### 5. Absence Management

Student attendance is monitored by both the Junior and Senior School Administrations. Attendance reviews are conducted twice a term, typically during Weeks 5 and 7. The following criteria outline the thresholds that trigger follow-up actions:

#### 6.1. 90% Attendance Rate

The Head of House/ Assistant Head of Junior School is notified, after which they make contact with the student and parent/carers to discuss their drop in attendance.

#### 6.2. 80% Attendance Rate

The Head of House / Assistant Head of Junior School sends an Initial Warning Letter to Parents/Carers regarding their child’s attendance.

#### 6.3. <80% Attendance Rate

If the Student’s attendance is still dropping after 2 weeks of receiving the initial Warning Letter, an Attendance at Risk letter will be sent home to Parents/ Carers from the Assistant Head of Junior School or the Assistant Head of Senior School (Wellbeing).

#### 6.4. <80% Attendance Rate

If the student’s attendance is still dropping after 2 weeks of receiving the Attendance at Risk Letter, the school will arrange a meeting between the Parents/ Carers and the Heads

of Junior and Senior School (as appropriate) to discuss the student's enrolment.

## 6. Roles and Responsibilities

### 8.1. Student:

The Student must:

- 8.1.1. Attend school every day unless ill or absent for approved reasons.
- 8.1.2. Arrive at school every day in time for the warning bell
- 8.1.3. Participate in all relevant school activities, unless ill or absent for approved reasons.
- 8.1.4. Pass on any correspondence about attendance.
- 8.1.5. Report to the office to sign in if they arrive late to school, or leave early.
- 8.1.6. Attend school for the daily duration.
- 8.1.7. Attend classes punctually, according to their timetable, and be fully prepared for work and learning, as they are accountable for their own attendance and participation.
- 8.1.8. liaise with their teachers to ensure all missed schoolwork is completed.

### 8.2. Parent/Carer:

- 8.2.1. Parents/carers have a legal obligation as outlined under the Education (General Provisions) Act 2006.

#### **8.2.1.1. 176 Obligation of each parent**

*(1) Each parent of a child who is of compulsory school age must  
 (a) ensure the child is enrolled at a State school or non-State school; and  
 (b) ensure the child attends the State school or non-State school, on every school day, for the educational program in which the child is enrolled;  
 unless the parent has a reasonable excuse.*

- 8.2.2. To meet this legal requirement, parents / carers are required to:
  - 8.2.2.1. Keep their child home when they are ill and seek a medical certificate for three consecutive days or more of absence.
  - 8.2.2.2. Ensure their child/ren arrive to school on time.
  - 8.2.2.3. Notify the school if their child/ren is going to be absent.
  - 8.2.2.4. Contact the school if their child is to be collected during the school day and adhere to the school's formal 'sign out' procedures.
  - 8.2.2.5. Ensure that home and emergency phone numbers are up to date at all times.
  - 8.2.2.6. Book appointments (e.g., specialist appointments, dentist, doctor, etc) outside of school hours where possible
  - 8.2.2.7. Communicate with the school if your child/ren is having difficulty attending school so that we can provide support.
- 8.2.3. Parents/carers need to be aware that for unapproved leave during term time, the exams or assessments will not be rescheduled. (Year 11 and Year 12 must adhere to the QCAA requirements).
- 8.2.4. If a child/ren is sick during an exam, their parents / carers are required to seek a medical certificate for adjustments to be made to the exam and exam schedule.
- 8.2.5. Parents/carers should be aware that if their child/ren's attendance falls below acceptable levels, they may be asked to attend an interview to discuss their child/ren's enrolment at Canterbury College.

### 8.3. Staff are required to:

- 8.3.1. Provide a friendly, welcoming and engaging classroom and school environment.

Teachers are to mark rolls by 8:45am and ensure students arriving late go to Administration to sign in.

- 8.3.2. Heads of House/Assistant Head of Junior School (Wellbeing) will follow up on issues relating to attendance if a student is absent for an extended period of time.
- 8.3.3. Record information from parents/carers as necessary in students notes.
  - 8.3.3.1. Contact home to see where the students are when they are marked as absent from school “away no reason given”.
  - 8.3.3.2. Monitor attendance and student lateness and report regularly
- 8.3.4. The Assistant Head of Junior School (Wellbeing) / Assistant Heads of House/ Heads of House are required to:
  - 8.3.4.1. Follow up issues relating to attendance as set out in the policy above.
  - 8.3.4.2. Inform parents/carers of their legal obligations in regard to enrolment and attendance.
  - 8.3.4.3. Implement strategies and work with other staff members to manage student enrolment, absences, chronic absenteeism, school refusal and truancy.
  - 8.3.4.4. Heads of House/Assistant Head of Junior School (Wellbeing) are to try and re-engage students and their families with the aim of returning the students to school as soon as possible.

## 7. Review

This policy and its associated procedures, quick reference guides and protocols will be reviewed annually. Canterbury College, however, reserves the right to review this policy at any time.

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