



ATTENDANCE POLICY

VISION STATEMENT

To provide a Christ-centred learning environment that empowers each individual to enjoy a life of purpose.

RELATED POLICY

- *Attendance & Enrolment – Certificates of Exemption*

SCHOOL ATTENDANCE

All enrolled students are expected to attend the College on each day the College is open and for the duration of each day. Mount Annan Christian College (MACC) encourages punctuality and regular attendance at school as well as accountability on the part of all parties involved. These are important expressions of two of the College's core values – diligence and discipline. Punctuality and regular attendance are also valued in the wider community, and attendance standards apply in NSW to all students of compulsory school age (i.e. those under 17 years old). This policy aims to help students and parents to meet all appropriate standards and expectations, and it explains the procedures to be followed when daily attendance is not possible.

SCHOOL HOURS

- The school day commences at 8:30am.
- Playground supervision commences at 8:05am and parents are encouraged not to deliver students to school before this time.
- The standard school day finishes at 2:55pm for students in Prep-Year 12.
- Additionally, some lessons, usually extension courses, may run from 2:55-3:45pm for Years 11-12.

NSW ATTENDANCE REGISTER & STANDARDS

Mount Annan Christian College maintains an attendance register of daily attendance for each student that is consistent with the NSW Attendance Common Code as approved by the Minister (c.f. Appendix).

PROCEDURES

The following sections summarise how MACC monitors the daily attendance / absences of students:

ROLL CALL

- Roll teachers are to mark the roll using Edumate between 8:30-8:50 each morning.
- Admin will notify parents of absences by email. Parents can provide an explanation by return email.
- Roll teachers will receive an automated email of unexplained absences before 8:00am each Wednesday and Friday. This list is to be checked before roll call so that the roll teacher can remind students to bring their notes within the 7 day time limit.
- Roll teachers are to collect any notes from students and Admin will send the runner to collect these during LS1-2.

- Roll teachers are to monitor unusual or excessive patterns of absence. The Head of Primary/Secondary is to be notified of any concerns and the roll teacher will be asked to assist with rectifying problems.

LATE ARRIVALS AFTER 8:30am

- All students who arrive late after 8:30am must report to the Admin Office. The office will record the arrival time in Edumate and note the late arrival in the student diary. All teachers are to check this when the student arrives to class.
- Parents are required to provide an explanation for every incidence of a child arriving late to school. This is either completed directly at the Admin office or via an email response generated by Admin staff.
- All late arrivals are considered a partial absence and parents must provide an explanation.
- Roll teachers are to follow up unusual or repeated lateness by notifying the Head of School. Whenever lateness becomes a concern the roll teacher or Stage Advisor will be asked to assist by contacting parents.

LEAVING BEFORE 2:55pm

The Headmaster oversees the safety and supervision of all students at the College so permission to leave the College grounds before 2:55pm is at the discretion of the Headmaster.

The following are general guidelines and procedures:

- Leaving the College before 2:55pm will be considered as a partial absence and parents must provide an explanation for the absence.
- Primary students are only to be signed out at the Admin Office by a parent/caregiver.
- Secondary students may sign themselves out at Admin if they have received written permission from a parent and present it to the office or if the parent has contacted the office directly. Parental permission should state the reason for leaving early and the time the student is expected to leave College.

GENERAL PROCEDURES

- Teachers and others responsible for recording attendance data at MACC are to be familiar with the NSW Attendance Common Code, and also with the correct options used in Edumate to record these.
- PARENTS ARE TO PROVIDE AN EXPLANATION WITHIN 7 DAYS of each student absence. After this time, absences are recorded as “unexplained”. Follow up of unexplained absences will be the responsibility of roll call teachers in consultation with Stage Advisors and the Head of School.
- Parents will be contacted via telephone by the roll call teacher and/or Stage Advisor to notify parents / guardians of poor attendance patterns. Information regarding unsatisfactory attendance will be transferred to student record files in the Admin Office.
- There is no fixed limit to the number of days a student may be absent due to illness/medical appointments, although for prolonged or frequent absences the Headmaster may require a medical certificate as verification.
- The Headmaster has authority to grant leave to students for absences other than those due to illness/medical appointments. Whenever possible, for extended leave of four or more days, parents must notify the Admin Office in writing AT LEAST TWO WEEKS IN ADVANCE so that the student’s educational needs can be met during their absence.

- For prolonged or frequent absences, other than those due to illness/medical appointments, parents may apply for a Certificate of Exemption from Attendance. Valid reasons for an exemption from attendance may include student participation in an accredited elite sports program, employment in the entertainment industry, etc. Note that extended family holidays are NOT a valid reason for an exemption from attendance. Whenever possible, parents should apply AT LEAST TWO WEEKS IN ADVANCE so the Headmaster can properly assess whether the application meets all necessary criteria for approval. Further details and application forms are available from the Admin Office.
- The Admin Office is available to assist students, parents and teachers with any questions or concerns about school attendance.
- As playground supervision commences at 8:05am, students arriving earlier than this are to remain seated.
- Students must attend every timetabled lesson unless approved leave has been granted.
- Students are expected to maintain an average attendance rate above 90%. In circumstances where this is difficult, parents are asked to contact the College to discuss how we can work together to support the child's education.

SECONDARY – SPECIAL ARRANGEMENTS

- Secondary students who are absent on the day of, or the day before, a scheduled examination or assessment task are required complete an "Illness/Misadventure Form". Relevant supporting documentation must also be attached.
- During examination periods, students in Year 11-12 are given a flexible timetable where they are permitted to stay at home, leave early or arrive late according to their exam timetable. Students will be advised in writing by the Head of Secondary of these arrangements.
- Students in Years 10-12 may require permission to leave early on a regular basis to attend TVET lessons, etc. Parents are to sign a permission note from the Head of Secondary where all arrangements have been clearly explained. The students must sign out at Admin each time they leave the College.
- Students in Year 12 may request permission to leave before 2:55pm one day per week (Monday-Thursday) after they have completed all scheduled lessons. Parents are to sign a permission note from the Head of Secondary where all arrangements have been clearly explained. The students must sign out at Admin each time they leave the College.
- All students up to Year 11 are required to participate in Sport. On sports days (Fridays), those in Year 12 are free to leave College at 12:30pm without being required to sign out at Admin. Year 12 students who remain at College from 12:30-2:55pm must notify Admin that they are on site.

DOCUMENT CONTROL

- Version: February 2017
- Approved.
- To be reviewed: March 2018