Attendance Policy

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College Values

- The dignity of each person
- Equality of opportunity
- Great trust in God

Policy

All students who are enrolled at school, are expected to attend school for learning every day of the school year.

Rationale

Mary MacKillop College is committed to providing safe and supportive learning environments for all students which address their educational needs. Research clearly shows that students who attend very regularly achieve much better results across the long term than those who do not.

Consequences

Mary MacKillop College expects that students:

- engage in regular attendance at school.
- be in attendance from 8:15am until 3:00pm each school day or as gazetted.
- provide notification from their parent or guardian detailing the reason for their lateness/absence to school.
- arrive late or depart early only in exceptional circumstances.
- present at Student Reception when leaving the College, during school hours, for appointments. The student must present her House Group teacher with a note, from her parent, for signing in the morning. She then shows her signed note to her class teacher upon leaving and signs out at the College office upon departure.

Parents to

- support the College attendance policy.
- notify the College to report that their daughter is absent or late to school, prior to 9:00am (3266 5733)
- provide a timely (same day) response in relation to school messages regarding a student absence.
- notify the Principal in writing, well in advance, seeking approval for extended absence from the College.
- provide a medical certificate in the following circumstances:
  - if their daughter is absent for 3 consecutive days or more due to a medical illness.
  - for all medical absences after more than 10 non-consecutive days in one school year.
- if their daughter is in Year 11 and 12 and is absent when an assessment task or exam is due.
- if their daughter is absent from any compulsory carnival or College event.

The consequences or impacts of unexplained, unjustified or an unacceptable number of absences and/or late arrivals might include the following:
- After school detentions- Referral to Head of House
- Formal meeting with parents
- Referral to Guidance Officer and/or outside agencies
- Case management to develop an Individual Attendance Plan for students
- Possible exclusion from non-compulsory events such as socials, excursions, Semi-formal, Formal, Graduation Ceremony etc.
- Meeting with parents and Principal.

Absences, as a result of truancy, will be referred directly to a member of the College Leadership Team. Consequences for truancy will be at the discretion of the Principal.
**Consequences of ongoing absences**

- **Unexplained absences over a term:**
  - Ongoing unexplained absences after parent contact will involve a jeopardy letter regarding non-compulsory events, withdrawal of privileges or meeting with Deputy Principal – Students.

- **Ongoing explained absences will involve case management to develop an Individual Attendance Plan for student, depending on the circumstances.**
  - Consequences for ongoing absences during case management plan will require parent meeting with Counsellor/Head of House/ Deputy Principal – Students or Principal.

- **Absences as a result of long term medical issues will involve a transition program for return to school which may include a case management plan in consultation with external professionals.**
  - Ongoing absence will involve extensive consultation with external professionals as deemed applicable by Guidance Counsellor, Career Counsellor and College Leadership Team.

- **Absence as a result of truanting:**
  - Referred to a member of the College Leadership Team
  - Consequences for ongoing absences as a result of truanting will be at the Principal’s discretion.