

# ABSENCE AND LATE ARRIVAL

2024



# ABSENCE AND LATE ARRIVAL

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## CONTENTS

LATE ARRIVAL .....	2
EARLY DEPARTURE.....	2
RESPONSIBILITIES .....	2
CONSEQUENCES AND RESPONSES TO ABSENCES AND LATE ARRIVALS.....	3
PROCEDURE TO ADDRESS STUDENT LATENESS.....	4

# ABSENCE AND LATE ARRIVAL

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## LATE ARRIVAL

Students who are late to school (i.e. after 8.40am) must report to the Front Office with a signed note from their parent/caregiver and scan in as late. Students must present the electronically generated late slip to their class teacher. Parents/caregivers will be contacted by SMS if students are late without reason.

## EARLY DEPARTURE

Students who wish to leave school during normal school hours must take a signed note from their parent/caregiver to their Class Teacher (P-6) or Family Group Pastoral Leader (7-12) before school to have the leave authorised. The student must then show the note to the classroom teacher at the time of departure, then go to the Student Office to electronically sign out. Alternatively, parents/caregivers may contact the office directly.

All students must be signed out and depart via the office if leaving early. No students may be collected directly from the classroom.

## RESPONSIBILITIES

### STAFF

- Teachers to accurately mark College rolls.
- Track attendance.
- Send clear messages to students and parents that attendance is vital.
- Provide clear communication detailing non-attendance procedures to parents and members of the wider College community.
- Identify absences quickly.
- Class Teachers (P-6), PC (7-12) and VPC Teachers (7-12) follow-up with parents/caregivers promptly regarding three (3) school absences in a week (explained or unexplained).
- Document actions taken in Conversations in Engage.

### STUDENT

- To be at school by 8.30am each day for 8.40am roll call.
- If late (i.e. after 8.40am), to check-in at the Student Office and formally record the lateness with College staff.
- To provide a note from their parent/caregiver detailing the reason for their lateness to school.
- When leaving the College for appointments etc. the student must sign out at the Student Office and provide a relevant note from their parent/caregiver to the Student Office Receptionist.
- A parent/guardian must collect student from the College Reception.

## ABSENCE AND LATE ARRIVAL

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### PARENT/CAREGIVER

- That the parent/caregiver will notify the College prior to 9.00am via the Parent Portal, BCE Connect App, Parent Portal or via phone of their child's absence.
- To respond to other College notifications about their child's absences from school.
- To notify the Principal in writing seeking approval for extended absence from the College.

### CONSEQUENCES AND RESPONSES TO ABSENCES AND LATE ARRIVALS

St Francis College is committed to improving attendance and to providing pro-active and supportive strategies for families with students who demonstrate an unwillingness to attend school.

When a student has been absent without contact from a parent, the following actions will occur:

- The Pastoral Care Teacher/P-6 Class Teacher will ask the student to bring a note or for the parent to email the following day;
- If a note/email is not presented, the Pastoral Care Teacher/P-6 Class Teacher will make contact with the parent/caregiver;
- The Pastoral Middle Leader (P-6)/Family Group Pastoral Leader (7-12) will make contact with the parent/caregiver for continued absences or late arrivals without parent/caregiver contact. An interview may be requested with the Pastoral Middle Leader (P-6)/Family Group Pastoral Leader (7-12) or member of the College Leadership Team based on the frequency of lack of contact from the parent.

When a student with a pattern of absences or lateness (with or without parent/caregiver contact) has been identified, the community will take the following actions:

- The Pastoral Care Teacher will notify the Pastoral Middle Leader (P-6)/Family Group Pastoral Leader (7-12);
- The Pastoral Middle Leader (P-6)/Family Group Pastoral Leader (7-12) will contact parents/caregivers, discuss the reason for absence and the Student Attendance policy then plan best way forward. This plan will be communicated to teachers;
- The Pastoral Middle Leader (P-6)/Family Group Pastoral Leader (7-12) will monitor for ongoing student absences and communicate the outcome of the contact with parents/caregivers to Assistant Principal – Pastoral (P-6), Assistant Principal – Pastoral (7-12), Learning and Teaching Middle Leaders (7-12), teaching staff (7-12), PLL (P-6) and student receptionist. Conversation in Engage;
- The Pastoral Middle Leader (P-6)/Family Group Pastoral Leader (7-12) may refer student to the Guidance Counsellor who will work towards improved attendance based upon the reason and/or motivation.

## ABSENCE AND LATE ARRIVAL

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If the pattern continues without improvement:

- The Pastoral Middle Leader (P-6)/Family Group Pastoral Leader (7-12) will work with the Assistant Principal – Pastoral (P-6)/Assistant Principal – Pastoral (7-12) to improve attendance and meet with parents/caregivers to discuss extended absences;
- If absences continue without satisfactory communication, improvement or engagement from student and parents/caregivers, the Assistant Principal – Pastoral (P-6)/Assistant Principal – Pastoral (7-12) will liaise with the relevant Head of Campus to determine suitable outcomes.

The consequences or impacts of unexplained, unjustified or an unacceptable number of absences and/or late arrivals might include the following:

- Post school consequences - Referral to Family Group Pastoral Leader (7-12);  
Absences (7-12) as a result of truancy will incur post school consequence or internal suspension following a meeting with a member of the College Leadership Team. Consequences for continued truancy will be at the discretion of the Head of Campus.
- Referral to Guidance Officer and/or outside agencies;
- Formal meeting with parents/caregivers;
- Case management to develop an Individual Attendance Plan for students – possible exclusion from non-compulsory events such as socials, Semi-Formal, Formal, Graduation Ceremony etc;
- Meeting with parents/caregivers and Principal.

### PROCEDURE TO ADDRESS STUDENT LATENESS

1. Unexplained absences that are marked on the roll will be followed up with an SMS to the parents/caregivers by the College Office Staff.
2. If a student is late three times in a week or the same day on consecutive weeks (i.e. there is a pattern of lateness developing) their VPC/PC teacher will call or email parents about the consistent lateness.
3. Patterns of lateness that are not remedied by the students will result in further communication with parents indicating that the student will participate in lunchtime catch up work or lunchtime community service.
4. Repeated patterns of lateness that are affecting the student's progress and are not being addressed by the student will result in a letter from the Head of Campus requesting that the family meet with the Head of Campus to discuss this situation to find a solution to the lateness.
5. Significant records of lateness that have affected the student's progress and have not been addressed by the student and their family will result in a letter from the Principal being sent to the parents/caregivers indicating that the parents and students meet with the Principal to discuss the cessation of the enrolment contract.
6. Twice a term parents will receive their child's attendance percentage by email so they are aware of their attendance if under 90%.

## ABSENCE AND LATE ARRIVAL

POINTS TO CONSIDER	SCHOOL DECISION
<p><b>FREQUENCY OF ATTENDANCE MARKING</b></p> <p>How often must teachers mark attendance?</p> <p>What will the consequences be should the roll be unmarked by this set time?</p>	<ul style="list-style-type: none"> <li>• AM PC (P-12)</li> <li>• Every class (7-12)</li> <li>• Beginning of lesson 5 (P-6)</li> </ul> <p>A phone call will be made to the teacher.</p>
<p><b>BELL TIMES AND LATE ARRIVALS</b></p>	<p>Late arrival is deemed after the official start of the school day (i.e. 8.40am).</p> <p>What is considered a “late arrival” for <b>Class</b> – How long after a class starts should a student be deemed late? (5 mins) without notification. Class teacher to organise make up time.</p>
<p><b>PRESENT V ABSENT</b></p>	<p>A student only to be marked “Present In Class” if they are in front of you.</p> <p>Do not change the roll. If you have a student who was present and is not in your class, ring the office.</p>
<p><b>NOTES FOR ABSENCES</b></p>	<p>Teacher collects notes which explain absences and bring to office to be filed.</p>
<p><b>ATTENDANCE MARKING TRAINING</b></p>	<p>How often will staff be provided with training for Attendance Marking? Twice a year.</p> <p>Who will provide this training? AP Pastoral, iLearn– “eMinerva Online Attendance Module” (08027).</p> <p>Will supply staff be provided with attendance marking training? If so, who will conduct this training? Yes, AP Pastoral.</p> <p>Will supply staff be provided with a copy of the Attendance Policy? If so, how will this be provided? (e.g. printed copies, etc.) Yes, Handbook.</p>

## ABSENCE AND LATE ARRIVAL

### PROCEDURE FOR STUDENT ABSENCES – EXPLAINED AND UNEXPLAINED

#### EXPLAINED ABSENCES

Student brings a note or contact is made to the College via absentee line or email



Teacher/student receptionist then will mark/record on roll



Parent/caregiver contacts to explain absences after 3 days



Pastoral Care Teacher/Class Teacher makes parent/caregiver contact for a Pastoral check in

#### UNEXPLAINED ABSENCES

Parent/caregiver does not make contact to explain absences after 3 school days



Pastoral Care Teacher/Class Teacher makes contact with parent/caregiver



If contact has been unsuccessful in producing explanation or if absences continue Pastoral Care Teacher/Class Teacher refers situation to Pastoral Middle Leader (P-6)/ Family Group Pastoral Leader (7-12) – Log on Engage



The Pastoral Middle Leader (P-6)/Family Group Pastoral Leader (7-12) will continue to contact parent to seek compliance with policy – Log on Engage



Pastoral Middle Leader (P-6)/Family Group Pastoral Leader (7-12) will decide if absences should be referred to Guidance Counsellor for support and intervention or if absences are disciplinary in nature



The Pastoral Middle Leader (P-6)/Family Group Pastoral Leader (7-12) will notify all staff of absences and outcome – Log on Engage



If absences continue without explanation or medical documentation, parent/caregiver will be required to attend an interview with the relevant Assistant Principal – Pastoral, Pastoral Middle Leader (P-6) and Family Group Pastoral Leader (7-12) to determine the best course of action

# ABSENCE AND LATE ARRIVAL

## ATTENDANCE SUPPORT GUIDELINES

