

*Attendance is everyone's responsibility at St Columba's College.*

### **Attendance Expectations for Parents**

Attendance in school is compulsory for all students. There is no safe number of days for missing school – each day a student misses puts them behind, and can affect their educational outcomes. The College encourages parents to read the Expectations of Students in conjunction with this document.

Parents are encouraged to read the Student Attendance Expectations so they are familiar with attendance expectations for students.

#### **Notifying the College of absences**

Parents /guardians must notify the College of a student absence by calling the Student Absentee Line 9331 0648 on the morning of the student's absent. It is a legal requirement that student absences be explained in writing by a parent/guardian. These notes may be written in the language of the parent/guardian. Pre-printed notes are provided in the College Planner. Notes go to Student Reception.

If a student is ill and likely to be away for more than two days, parents are asked to notify the House Teacher as a matter of courtesy. A note is still required for all absences regardless of the duration.

#### **Non-notification of absence**

If a parent does not contact the school to provide an explanation on the day of the student absence the College will follow 2018 Victorian Attendance Guidelines. This will involve:

- The College contacting the parent who is responsible for ensuring the child's attendance on that particular day by SMS text message as soon as practicable.
- If, upon being notified of their child's absence or contacted to seek an explanation, a parent reports that the child was not living with them on that day, the College will ensure they notify another parent who was responsible for ensuring the child attended school on the relevant day(s).
- If contact cannot be made with the parent, the College will attempt to make contact with any emergency contact/s nominated on the student's file held by the school.

#### **Providing explanation of absence**

- Any absences from school are to be followed up by a parent note and/or medical certificate or statutory declaration to explain the absence upon the student's return to

school.

- If no written explanation has been provided within 10 school days, the absence should be recorded as an unexplained absence and also be noted in the student's file.

### **Absences due to an ongoing health condition**

- The College encourages parents to communicate openly with the school where a child has an ongoing health / medical / wellbeing condition that may result in her having ongoing absences or medical appointments during school hours.
- The College asks that you contact your daughter's House Leader regarding extended absence due to illness.
- A health support meeting will be organised upon your daughter's return to the College with her House Leader

### **Early departure**

- Parents are to notify the College in writing in advance if their daughter is leaving the College due to an appointment during scheduled class time. The College will only accept signed notes from parents.
- Students from Year 7 – 12 who have presented to Sick Bay will need to be collected by a parent/ legal guardian or an emergency contact if the College determines they too unwell to return to class.
- Students will not be permitted to leave the College without an authorised emergency contact listed on SIMON

### **Extended absences due to holiday**

- When students will be absent due to family holidays outside of term and the December/January breaks, the College expects that the Principal will be notified in writing at least one month before the absence.
- The College accepts that this is a holiday and, therefore, no extra work will be provided by the staff before the holiday commences.
- The number of school days missed due to extended family holiday may result in a less than 90% attendance rate this semester.

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