



St Columba's  
College

## Attendance Expectations for Parents

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

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 absence or parents can also notify the College by registering their daughter's absence via PAM. It is a legal requirement that student absences be explained in writing by a 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's 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).