



MONITORING ATTENDANCE POLICY

PRINCIPLES

Ursula Frayne Catholic College strives to:

- ensure that its students gain the highest outcomes possible for each individual
- assist each student to develop and maximise their full potential
- ensure that students have support to optimise their attendance
- ensure quality liaison with local carers, homestay providers and parents/guardians to maximise attendance
- provide accurate and regular feedback regarding student attendance
- identify students at risk and provide early intervention
- maintain accurate and systematic attendance records
- abide by obligations relating to Visa Condition 8202
- comply with Department of Education, Skills and Employment and School Curriculum and Standards Authority requirements

PROCEDURES

1. The College monitors student attendance for all students on a daily basis including:
 - the commencement of the school day in morning form
 - student attendance in each class
 - the conclusion of the school day in afternoon form
 - students who arrive to school late or leave school early
2. Teachers record student attendance electronically at the start of each day. This information is forwarded to Student Services where the data is reviewed.
3. By recess, each teacher receives a printout showing the students who are absent and those who have arrived late to school. This sheet is used to monitor attendance in each class. Students who miss a class are reported to the office for follow up. Overseas students are followed up on a daily basis by the Overseas Student Coordinator.
4. In the case of a student being absent, SMS is sent to the parent/guardian or local carer/homestay or a phone call is made by the International Student Coordinator to confirm the legitimacy of the student's absence.
5. All absences require a telephone explanation or an email from the parent/guardian or local carer/homestay prior to 8:45am on the day of absence. Student Services can be contacted on 9470 0921.
6. Any unexplained absences are further followed up weekly to notify the parent/guardian or local carer/homestay.
7. Attendance is officially notified at the time of reporting; that is at the completion of Term One (via the Interim Report) and at the completion of Semester One and Semester Two with the Formal Report.
8. Any absence for medical/health reasons by an overseas student of 3 days or more duration requires a medical certificate. Students are advised that absence due to medical reasons also count towards unsatisfactory attendance.
9. Students are advised that attendance has a direct impact on academic performance. Poor attendance tends to produce poor academic results. When a student's rate of attendance falls below 90% they are deemed to be 'at risk' and the College will require that the student immediately meets with the International Student Co-ordinator who will:
 - investigate the reasons for non-attendance and determine their legitimacy
 - counsel the student on the need to improve attendance
 - arrange to meet with the student and their parent/guardian or local carer/homestay to arrange measures to ensure the student attends as required

- notify the parent/guardian in each case where the student resides with a local carer/homestay
 - liaise with the student's form and subject teachers to monitor attendance and academic progress. In the event that academic progress has been affected, then the provision outlined under 'Monitoring Course Progress' will be implemented
 - have an action sheet recorded in their student file for future reference
10. The College requires that students maintain their attendance rate well above the DHA requirement of 80%. This will ensure that the student is less likely to fall below the 80% rate should they fall sick. When a student falls below the 80% rate of attendance, the College will calculate whether sufficient time within the school year exists to reverse the situation to above the 80% attendance rate requirement.
 11. In the event that a student falls below the 80% rate, the College may accept 'compassionate and compelling' grounds but only if:
 - the attendance rate remains above a minimum of 70%
 - the student provides a written explanation **and** evidence to support that explanation
 - the explanation provided by the student is deemed to be truly compassionate and compelling
 - the student has been able to otherwise maintain their satisfactory academic progress.
 12. Compassionate and compelling grounds for absence may include situations such as:
 - prolonged physical or psychological illness requiring medical treatment advised by way of a medical certificate
 - documented family crisis such as serious illness or death of a parent, grandparent or sibling
 - physical injury that restricts the student's access to the College or classes
 13. In the event that the student's attendance is below the required rates explained above, the College is required to report the student to the required to report students failing to comply with the attendance or course progress requirements of their visa to the department of Education through the Provider Registration and International Student Management System (PRISMS) system.