



EASTSIDE LUTHERAN COLLEGE

ATTENDANCE POLICY

Eastside Lutheran College (the College / ELC) aims to provide a caring community. Therefore Christian beliefs govern its life and the behaviour of the total College community. All students are encouraged to live the two great commandments:

1. Love the Lord your God wholeheartedly.
2. Love your neighbour as yourself.

It is the College's privilege to teach students a way of honouring God and His creation through living our lives under His direction and control.

An Attendance Policy is required to assist staff to meet the positive standards of the College community.

OBJECTIVES

Consistent attendance during a student's educational years is critical to providing positive educational outcomes to support a student's future. In Tasmania it is compulsory for all students aged between the age of 5 and 18 to attend an approved educational facility. It is the responsibility of the College, parents and students to ensure that students enrolled in the College attend school regularly.

The aim of this document is to support and improve student participation and attendance at the College and to ensure that the College meets the legislative and regulatory obligations.

PROCEDURES

The College applies the following processes to ensure student attendance at the College

Level 1 Unexplained or unauthorised absences totalling 1-4 days (not consecutive)

An Administration staff member will contact you about your child/ren's absence via SMS (text message), a phone call or email.

Level 2 Unexplained or unauthorised absences totalling five (5) days (not consecutive)

For unexplained or unauthorised absences that total 5 days, the parent/ carer will receive a letter regarding their child's attendance. The letter will document previous phone contact (including any unsuccessful attempts), outline their responsibilities under the Education Act 2016 and request for a medical certificate if a child has been absent for more than 5 days duration due to illness.

Level 3 Unexplained or unauthorised absences totalling ten (10) days (not consecutive)

For unexplained absences that total 10 days, a parent/carer will receive a further letter outlining the dates of their child's unexplained absences. The letter will request the parent/carer to contact the College Administration Office to make an appointment with the Welfare Officer. The appointment will involve the development of a plan to support the child's attendance. If the parent/ carer does not contact the College within a week of receiving the letter, the College will attempt to contact the parent/ carer. Failure to comply will result in level four actions being undertaken.

Level 4 Unexplained or unauthorised absences totalling twenty (15) days (not consecutive)

For unexplained absences that total 15 days, a parent/carer will receive a further letter outlining the dates of their child's unexplained absences. The letter will request the parent/carer to contact the College Administration Office to make a further appointment with the Welfare Officer. The appointment will involve all relevant College staff, the child and the parent/carer. During this appointment, other ways to support the family to improve attendance rates will be discussed and implemented. Failure to reply will result in level five action being undertaken.

Level 5 Ongoing failure on part of parent to ensure attendance (prosecution)

A referral to the Tasmanian Government Office of the Education Registrar will be made recommending a Compulsory Conciliation Conference. Information regarding CCC can be viewed at <https://oer.tas.gov.au/compulsory-conciliation/information-for-parents/>

Late arrival, early collection and appointments

At the College, students are required to attend school between the hours of 8:50am and 3:00pm. To maximise students' learning time, appointments should be scheduled outside of school hours. When this is unavoidable, the parent/ carer must ensure that the College Administration Office is notified in writing before 10 am the morning prior to scheduled appointments. For emergency appointments during school hours, parent/ carers must contact the administration office via phone as soon as practical and ensure that written documentation is given to the administration office, upon the child's return. Consistent nonattendance (including ongoing lateness and early collection) between the compulsory hours outlined above will result in action being taken.

If a parent/carer must collect a child before 3pm for any reason, the College Administration Office must be contacted immediately. The College will not allow a child to leave the College grounds without being signed out at the College Administration Office. If your child is to be collected from the College by someone

other than a parent or guardian, or your child's collection arrangements have changed, the College must be advised.

RESPONSIBILITIES

Office Administration

- Note information about student absences in the student's files
- Email staff upon receipt of correspondence from parent/ guardian regarding student's absence. Independent students will provide their own reason for non-attendance (a student's independent status is documented in SAS)
- Contact the student's parent/ guardian if the student has not arrived at the College and no contact from the parent/ guardian has been received by 9:30am.
- Ensure late arrivals/ early sign outs are entered into the College Attendance platform (SAS)
- Monitor attendance and advise Leadership about long term absences

Class Teachers

The recording of student's attendance is a legal mandate and part of a teacher's role and responsibility as such:

- All teaching staff are required to record student's attendance using the College attendance platform (SAS), within the first 15 minutes of a lesson.
- Teachers are required to record absences accurately for every lesson using the electronic role and correct attendance codes.
- Teachers are responsible for following up student absences and must report patterns of non-attendance to College Leadership.
- Follow up with students who have an ongoing pattern of absences.

Principal/ Leadership Staff

The College Principal and Leadership staff have the responsibility to ensure:

- Relevant attendance information is kept on student's files.
- Timely communication including meetings with the student and the parents/ guardians to discuss ongoing absences.
- Timely liaison with the College Social Welfare Officer regarding ongoing student absences

Social Worker

The College Social Welfare Officer has the responsibility to work with parents/ guardians of students who have ongoing absences. This includes:

- At the request of College Leadership or the Principal, contact parents/ guardians or student (independent) to organise a meeting to discuss attendance and supports available to assist student's attendance at the College.
- Provide support to parents/guardian and student to assist in attendance at the College.
- Follow up with parent/ guardian and student any ongoing attendance difficulties.

Student

- Attend the College between 8.50am and 3pm during Term time
- Provide to teachers, explanation of absences, including providing notes/ medical certificates.

Parents/ Guardians

- Ensure that their child attends the College every day unless sick or an approved absence.
- Notify the office staff with an explanation for their child's absences.
- Provide medical certificate when the total number of days absent through illness is 5 or more days (non-consecutive).
- Work with the College to develop measures to resolve attendance issues that involve children in their care.