

# STUDENT ATTENDANCE (Duty of care)

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*This Policy and Procedure is in compliance with National Code Part D, Standard 8*

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## Policy

The Anglican Schools Commission (ASC) and its Schools, in recognising that consistent school attendance, academic success and school completion are positively correlated; has established and maintains a comprehensive Student Attendance Policy to meet the objectives listed below. The School works actively in partnership with parents and students in ensuring that all students understand that school attendance is both a right and a responsibility; and helps each student to meet or exceed the School's expectations in this regard.

### Policy Objectives:

1. To verify that individual students comply with the conditions of their Student Visa.
2. To know the whereabouts of every student for safety and other reasons (Duty of Care).
3. To maintain high levels of attendance amongst all students.
4. To identify attendance patterns in order to design attendance improvement strategies where required.
5. To identify and eliminate any consistent patterns of absence.
6. To increase successful school completion for all students.
7. To raise student achievement.
8. To provide students with the opportunity to develop the life skills of punctuality and positive daily attendance habits to ensure their future success.
9. To determine the School's average daily attendance for Government and DIBP purposes.
10. Ensure students meet the minimum attendance of 80%.

## Procedure

### School Responsibilities:

1. Every week, the School reviews a summary of absentee and lateness data for the previous weeks, indicating any absences recorded.
2. Parents and Homestay carers of the student(s) who have not resolved the matter within one week need to be contacted by the School (telephone or email) for a written explanation of the absence.
3. Students who appear to have anomalies in their attendance record (i.e. present for 4 periods and absent for 1 period) will have a Verification Form that needs to be confirmed and signed by the Classroom Teacher. These forms should be handed to the students for them to follow up with their Classroom Teacher. The forms should then be returned to Student Reception for processing.
4. The ASC has access to attendance records and in discussions with the school, will visit the Homestays where appropriate to see if assistance can be offered.

### Class Teacher Responsibilities

1. Teachers must record absence/lateness for every period.
2. Teachers should verify attendance (where applicable) when presented with a Verification Form by a student.

### Student Reception Responsibilities

1. Identify all absences and annotate accordingly.
2. Record all absences that have been advised in the morning.
3. Email parents of students who have not arrived at school and have not advised the school.
4. Issue a note home to parents/carers who after two weeks have not explained an absence.
5. Print all unexplained absences and refer to Management or the School Executive for decision on follow-up process.

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## **International Student Support and Welfare Coordinator Responsibilities**

1. Ensure accurate attendance records are noted on student files.
2. Monitor all absences on a weekly basis, documenting any verbal conversations with students and record on student files.
3. If considered necessary, discuss absences with nominated school representative.
4. Complete the International Student Intervention Plan Recommendation Form and process for students who fall are deemed at risk (see Intervention Notification Form)
5. Report MISSING students within 1 day to the Police.

### **Student at Risk**

- A student is identified at risk when their attendance falls below 90%
- An Intervention Notification Form is to be raised and presented and signed by the student at the relevant stages (see Intervention Notification Form)
- Issue "Letter of Intent to Report" to international students when attendance falls below 80% and after a final warning Intervention Notification Form is issued.
- unsatisfactory course attendance can only be reported in PRISMS in accordance with section 19(2) of the ESOS Act if:
  - o the internal and external complaints processes have been completed and the decision or recommendation supports the registered provider, or
  - o the overseas student has chosen not to access the internal complaints and appeals process within the 20 working day period, or
  - o the overseas student has chosen not to access the external complaints and appeals process, or
  - o the overseas student withdraws from the internal or external appeals processes by notifying the registered provider in writing.
- If the above has been satisfied, the student's attendance breach may be reported in PRISMS
- Where a student's attendance is at least 70%, a decision may be made not to report them if compelling or compassionate circumstances apply.

**Authority:**

**Director of International Programs**

**Reviewed:**

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**Approved:**

**Director of International Programs**