

# Our Commitment

## College Responsibilities

- Student attendance and absences are recorded by Class Teachers in the Junior School each morning and afternoon, and by Subject Teachers in the Middle and Senior School at the beginning of every lesson.
- Once all absentee notifications have been processed, Student Services will contact parents and caregivers of students with unexplained absences at **approximately 9:30am via SMS**.
- Any unexplained lateness or absence will be investigated by a follow-up phone call, e-mail or letter to families, requiring an explanation of the lateness/absence.
- The Heads of School will receive a student attendance report each week for ongoing monitoring.
- The Class Teacher or Daily Admin teacher will contact families in the first instance when a student has been absent for 5 days in a term (90% attendance).
- The Heads of School will follow up with families in the case of continued and chronic non-attendance (10 days in a term, or 80% attendance). The College will hold a meeting with the student and family, and will create a documented school attendance plan.
- Where improvement in attendance has not occurred, the Principal will meet with families to review the student's attendance plan. The College will also report to government agencies at this stage, as required.

## SUBMIT AN ABSENTEE FORM VIA THE CONNECT APP

Please contact Student Services (not the class teacher) to discuss student attendance.

COLLEGE ABSENTEE LINE 8254 0636

STUDENT SERVICES  
Junior School 8254 0650  
Middle School 8254 0620  
Senior School 8254 0660

COLLEGE ADMINISTRATION 8254 0600



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# Attendance Matters at St Columba College



## Student attendance is the responsibility of the whole College community.

At St Columba College we believe that students need to attend school regularly and participate fully in order to gain maximum benefit from their schooling.

Regular and on-time attendance enables students to access a comprehensive education, enabling them to reach their full potential.

**Research shows that students who are absent for more than 10 days per year are disadvantaged both educationally and socially.**

Effects experienced by these students may include:

- Having gaps and inconsistency in their learning
- Feeling less familiar and secure with their school environment
- Having fewer opportunities to interact with peers
- Being less familiar with class rules and behaviours
- Having a lack of understanding of the importance in attendance and punctuality
- Struggling to maintain friendships, resulting in isolation and possibly leading to being bullied/victimised
- Losing self-esteem and self-confidence
- Having an increased likelihood of leaving school early
- Showing a decline in mental health, particularly for students experiencing school refusal

College staff **and** families have a joint responsibility to monitor and manage school attendance, so we can identify students who may be at risk and put strategies in place to help them be at school.

We expect our families to support the College by making sure their children arrive on time and attend school each day.

*In South Australia, the Education and Children's Services Act 2019 requires that children between the ages of 6-17 years are required to be in full-time attendance at a government or registered non-government school unless they are receiving approved home tuition, correspondence education, or have been granted an exemption by the Education Department.*

### Parent/Caregiver Responsibilities

Parents/caregivers have a responsibility to ensure that students are enrolled in and attend a school every day, unless there are acceptable reasons for absence.

**Students are required to attend school** unless reasonable and valid grounds exist for them to be absent which include:

- Sickness
- Danger of being affected by an infectious or contagious disease
- Temporary or permanent infirmity
- Events of significance (births, deaths, cultural events)
- Attending a school-organised activity (excursion, camp, work experience)
- Unavoidable and sufficient cause

## What should I do if...

### My child will be absent from school?

Parents/caregivers are asked to notify Student Services of any absence before 8:40am on the day of the absence. The preferred method is via the CONNECT app, or alternatively by calling the College Absentee Line on 8254 0636. An appropriate explanation is required for each day of absence, which may also include a medical certificate if applicable.

**If your Senior student has a SACE assessment on the day they are absent**, please notify staff and they will direct you to the required documentation needed by the SACE Board.

### My child will be absent for multiple days?

A written explanation is required after 3 days of absence. Please contact Student Services, not the class teacher.

If students are absent from school for more than 10 consecutive days (due to illness or holidays), parents/caregivers are required to apply for a temporary exemption from compulsory schooling. These application forms are available from Student Services and are to be completed and returned to the College to be processed.

### My child will be late to school?

Students should arrive at school by 8:35am and be on time to start the day. When a student is late for school (after 8:40am), it is a requirement that the student reports to Student Services to sign in.

### My child will be leaving school early?

Should you need to collect a student before the 3:10 pm dismissal, please contact Student Services, not the class teacher.



▶ ABSENTEE FORM

