



Student Attendance Policy

Source of Obligation	
	<p>Galilee School is required to be aware of the legal obligations regarding attendance, as stipulated in sections 125F to 125J of the Education Act, in particular the obligation to keep a register of enrolments and attendances: see <u>Student Enrolment Policy</u>. (Section 311S of the Education Act continues the register of enrolments and attendances that the Galilee School kept before the Education Act was amended on 20 December 2022.)</p> <p>Registration Standard 2.16 requires the proprietor to ensure that the school has procedures in place to—</p> <p>(a) ensure students attend school regularly</p> <p>(b) help parents to encourage students to attend school regularly.</p> <p>(2) The proprietor must ensure that, if the procedures are unsuccessful for a student, the student and their parents are referred to support services that encourage regular school attendance.</p> <p>The Registration Standards Guidelines for ACT Non-government Schools (Guidelines) state that evidence may include policies and procedures for:</p> <ul style="list-style-type: none">• monitoring student attendance• communicating with parents/guardians on attendance/non-attendance• implementing measures to encourage regular attendance

	<ul style="list-style-type: none"> • referrals to support services.
<p>Safety and Welfare</p>	<p>Communities at Work is required to ensure that Galilee School attendance and record keeping procedures are organised and implemented in such a way to ensure that the safety and welfare of students is provided for on a daily basis. The Galilee School's attendance procedures must be able to account for student absence from the classroom, Galilee School grounds and buildings.</p>
<p>Daily Attendance Register</p>	<p>Galilee School keeps a register of the daily attendance of all students at the Galilee School in electronic form.</p> <p>The register of daily attendance records the following information for each student:</p> <ul style="list-style-type: none"> • daily attendance • daily absences • reason for absence • documentation to substantiate reason for absence.
<p>Monitoring Daily Attendance</p>	<p>Galilee School has implemented the following systems and procedures in order to monitor the daily attendance of students and identify absences from Galilee School.</p> <ul style="list-style-type: none"> • Parents/carers are responsible for ensuring that they notify the school to explain the absence of their children on any particular school day. Notification may be provided via email, text message or by telephoning the school and should be made prior to the start of school. • If a student misses a lesson or lessons the Senior Secondary College requires the submission of a Notification of Absence Form via hardcopy or School Stream providing adequate documentary evidence. To support the families at Galilee School, this Notification of Absence Form may be completed by staff on their behalf with parent/carer contact evidence attached. The College defines 'satisfactory

explanation' as one that is supported by '**adequate documentary evidence'**.

Examples of appropriate documentation include:

- Medical Certificate or evidence of an appointment with a medical/dental practitioner;
- Satisfactory written explanation of legitimate absence signed by parent/guardian (e.g. family crisis or bereavement, representative sport etc.); and
- Evidence from an appropriate treating professional e.g. CAMHS, psychologist, alternative program providers etc.

Galilee School **reserves the right to accept or reject an explanation** (even if a signed note is provided).

Examples of **unacceptable reasons** for absence include:

- Missing class due to work commitments;
- Missing class because of a driving lesson;
- Missing class because a student missed the bus;
- Illness without satisfactory documentation (see above); and
- 'Personal' reasons where no detail is provided (or these reasons are repeatedly used and no evidence is available).

The intention of this policy is to facilitate the early identification and reporting of poor attendance (including lateness).

- Youth Workers on each campus take the class roll promptly at the commencement of the school day and make adjustment if required throughout the day.
- All absences are recorded by updating individual electronic records. They are then and cross checked against the absentee notifications that have been provided to the school that day. The Campus Coordinator is responsible to ensure this process is followed daily.
- Students who are not at school and for whom no absence notification has been received, are followed up as soon as

	<p>practical either via phone or text message to their parent/carer or directly with the student.</p> <ul style="list-style-type: none">• To enable accurate and up to date recording and reporting of attendance the provision of adequate documentation (Notification of Absence Form and any accompanying documentation) to Galilee School after an absence should not be delayed. In addition, we encourage families to contact the Senior Secondary College with information about planned or current absences prior to the provision of documentation.
Following Up Unexplained Student Absences	<p>Galilee School has implemented the following systems and procedures in order to follow up unexplained absences from Galilee School.</p> <ul style="list-style-type: none">• Where an absence has not been explained by 10 am an SMS Text message is forwarded to the student's parents notifying them of the absence and requesting that they immediately contact the school.• Where the absence remains unexplained the matter will be reported to the relevant Campus Coordinator for investigation and follow up.• Where parents repeatedly fail to inform the school of absences the Head of Student Support will contact them directly seeking an explanation and to remind them of their obligation to report absences.• All information in relation to unsatisfactory attendance is recorded on students' files and information with respect to attendance is provided in each student's school report.• If a Notification of Absence Form is submitted but the explanation of absence is assessed as unsatisfactory after consultation between the Principal, Senior Secondary College Coordinator and Head of Student Support, parents/carers will be informed by post, telephone, text message or school stream (or a combination of the above).

	<ul style="list-style-type: none"> • For Senior Secondary College students, the Youth Work Team and Senior Secondary College Coordinator will monitor student attendance daily and attendance reports will be supplied to students and families/carers where attendance may be impacting success in the unit(s) where attendance is low.
<p>Action by the Principal</p>	<p>Communities at Work has a legal obligation under the Education Act to encourage attendance.</p> <p>This is done through the creation of procedures to encourage students to attend Galilee School regularly and to help parents/carers to encourage their children to attend Galilee School regularly.</p> <p>If a student does not attend Galilee School regularly and the Galilee School’s attendance procedures have been unsuccessful, Registration Standard 2.16 requires Communities at Work to refer parents/carers and children to support services that encourage children to attend Galilee School regularly.</p> <p>Under section 125J of the Education Act if a student enrolled at the Galilee School has not been attending Galilee School regularly, the Principal may, by written notice, require the student’s parents/carers and the student to meet an authorised person (non-government) at a stated place and time in an attempt to remedy the situation.</p>
<p>Records</p>	<p>Galilee School retains its student attendance register for the period of time specified in our <u>General Records Management Policy</u>.</p> <p>The Galilee School maintains records of parents/guardians of unsatisfactory attendance and meetings with students and their parents/guardians.</p>

	These records of compliance with this Registration Standard are maintained within the record keeping systems of the school..
Implementation	The Principal and authorised delegates are responsible for the effective implementation of this Policy.