



# Trinity College Colac Attendance Procedures

## Procedures in Schools

- Homeroom teachers and subject teachers will record attendance and late arrivals in homeroom and in every class, including those days when the class may be off site.
- A student is present for a half day when the student has attended at least two hours of instruction.
- Daily attendance is monitored using the learning management system, SIMON, and a tally of days absent and late arrivals is included on the student's semester reports. The reason for absence will be coded such as for being sick, medical appointment, school notified, funeral and holidays.
- Contact details of parents/carers will be accurately maintained. Reminders to update contact numbers will be in school newsletters.
- Parents/Carers are expected to provide an explanation for students who are absent by 10am. This is done by calling the College Absentee Hotline. In instances where the parent/carer has not provided an explanation, a SMS is automatically sent informing parents/carers that their child is absent from school.
- All records of contact and attempted contact with families regarding student absences will be recorded and the records kept.
- The Year Level Coordinators and the Director of Students will follow up on students that have unexplained absences for longer than three days.
- Long term and / or consistent unexplained absences will be followed up by the Principal (or nominee) and parents will be informed in writing, if the Principal deems that the parents have not met their obligations under the *Education and Training Reform Act 2006*.
- The role description of the Administration Officer(s) will state that they are responsible to follow-up on unexplained absences by 10am or as soon as practical.
- The College Registrar is responsible for maintaining a current register of parent/carer contact details.
- Student attendance will be accurately recorded on the student report twice per year and unsatisfactory attendance at school or classes will be noted in student file.

## Attendance Improvement Strategies

- Attendance improvement strategies will be implemented for any student who has been absent more than five days in a school term (without legitimate reasons), or in situations where school refusal is a factor in attendance. A support group may be established if the principal believes that the individual student and / or family require this support. The school will refer to Every Day Counts (DET) and use the CECV process outlined on CEVN/Curriculum and Student Support/Every Day Counts.
- The principal will contact CEB accordance with CECV procedures if the school strategies are not assisting in improving attendance of an individual student.