



**John Colet School**

**Attendance Policy**

## Revision Schedule

<i>Date</i>	<i>Version No.</i>	<i>Changes</i>	<i>By:</i>
1/6/05	V1.1	Minor revisions	Administration Manager
1/3/12	V1.2	Minor revisions: Addition of specific attendance email address. Removal of outdated procedural details.	Bursar
28/01/15	V2.0	Separated policy and procedure/action plans introduction amended Action Plan developed.	Policy Committee
16/02/16	V2.1	Amendment to the monitoring and evaluation of policies from 2 to 3 years. Policy and procedure merged.	Policy Facilitator

## Stakeholders

<b>Document Owner</b>
Head of School

<b>Document Reviewers</b>
Board of Governors
Policy Committee

<b>Document Approval</b>			
<i>Name</i>	<i>Version No.</i>	<i>Date</i>	<i>Approved?</i>
Board of Governors	1.1	15 July 2005	Yes
Headmaster	1.2	1 March 2012	Yes
School Executive	2.0	20 Feb 2015	Yes
Headmaster	2.1	16 Feb 2016	Yes
Board of Governors	2.1	Provisional	

<b>Document Distribution</b>
Board of Studies
Employees
Parents

Warning – Uncontrolled when printed! The current version of this document is kept on the John Colet School Website

Maintained by: Head of School

Current Version: 16/2/2016 v.2.1

Review Date: 16/02/2019

Page 2 of 5

Document Location: John Colet School Website

## Introduction

This policy accords with the Vision, Mission and Values of the School. In particular, it is the aim of the School to act truthfully and courageously and with service and respect. Our Policy supports the mission of the School that the children be well-versed in the NSW curriculum and the school's own benchmarks.

The School's responsibilities in relation to attendance will be adhered to in accordance with legislative requirements (Education Act 1990) related to student welfare and attendance. The school will monitor student attendance to provide for the mental, physical and emotional wellbeing of the students in its care.

## Purpose

The School will create a Procedure and an Action Plan to implement the aims of this Policy. These subsidiary documents cover the following:

1. Monitoring student attendance
2. Documenting student absence
3. Investigating unexplained or extended absences in school and/or class.
4. Notification of Parent/Care Givers of any relevant information regarding attendance.
5. Obtaining relevant details in the event of the cessation of enrolment
6. Any other relevant matters pertaining to Student Attendance Policy at John Colet School
7. The Head of School will respond in cases where there is concern that student welfare may be compromised through lack of attendance at school

## Attendance Procedure

A register of enrolments is kept up to date in the Schoolpro software by the Registrar and Office Staff. This includes the student's name, age, address, parent contact details and relevant dates (eg. enrolment).

Parents are notified of their responsibilities with regard to attendance via the Weekly newsletter. The email address for attendance correspondence is published weekly. Details of the requirements for Absentees and Late Arrivals and early departures are published in the Student Diary.

On departure the Registrar follows up the student's destination school. If the destination school is unknown this will be followed up by notifying a Department of Education Communities Officer with home school liaison responsibilities.

---

Warning – Uncontrolled when printed! The current version of this document is kept on the John Colet School Website

The School has procedures for dealing with unsatisfactory attendance.

Records are kept in the School Files for a minimum 5 years and Archived.

For details of how the School monitors attendance see John Colet School [Attendance-Action Plan](#) located on the Schools website.

## **Responsibility**

The Head of School or Delegate is responsible for creation of this policy and for ensuring compliance with relevant Legislation, National Standards and BOSTES requirements.

It is the responsibility of the user of the document to ensure that the most current version is being applied.

It is the responsibility of the Head of School to ensure that policy documents are regularly reviewed as per the Policy Review Register and to ensure the most current approved version is available online.

All staff are responsible for the implementation of the new policy.

## **Changes and Updates**

This policy is subject to ongoing revisions to reflect improvements. The online policy is considered to be the current version.

It is the responsibility of the user of this policy to ensure that the most current version is being applied.

It is the responsibility of the Head of School to ensure that policy documents are regularly reviewed and to ensure the most current approved version is available online

## **Monitoring and Evaluation**

All policies are subject to ongoing revisions to reflect changes in legislation and improvements. Policies will be reviewed 3 years from the date of implementation or earlier should a review be warranted.

The Schools policies are made pursuant to the registration requirements set out in section 47 of the NSW Education Act and the Board of Studies, Teaching and Educational Standards.

---

Warning – Uncontrolled when printed! The current version of this document is kept on the John Colet School Website

Maintained by: Head of School

Current Version: 16/2/2016 v.2.1

Review Date: 16/02/2019

Page 4 of 5

Document Location: John Colet School Website

---

## Related Documents

Attendance Policy

Enrolment Policy

Enquiry to School for Information Procedure

Application to Wait List Procedure

Headmaster Interview Procedure

Offer of a Place – Acceptance Procedure

Lower First Orientation Invitation Procedure

6<sup>th</sup> Class Departure Procedure

Student Safety and Welfare Policy

Student Withdrawal Procedure

---

Warning – Uncontrolled when printed! The current version of this document is kept on the John Colet School Website

Maintained by: Head of School

Current Version: 16/2/2016 v.2.1

Review Date: 16/02/2019

Page 5 of 5

Document Location: John Colet School Website

---