



College Guideline

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Attendance and Punctuality Guideline

Policy

Mount St Bernard College (MSB) is committed to providing safe and supportive learning environments for all students which address their educational needs. MSB expects students to arrive at school in full school uniform, prepared for learning and in time for roll mark. It is further expected that students will be on time for each lesson. This attendance and punctuality policy aims to take full advantage of teaching and learning opportunities to ensure student achievement is maximised. The school attendance and punctuality policy also aims to promote attendance and punctuality in preparation for future employment pathways. The partnership between parents/carers/Leads in Boarding, students, school and the community is important in providing timely communication and transparent processes that support the attendance and punctuality policy of MSB.

School Community Beliefs

It is important that students, staff and parents/carers/Leads in Boarding have a shared understanding of the importance of attending school. MSB:

- is committed to promoting the key message of 'Every Day Counts'
- believes all children should be enrolled at school and attend school every day, all day
- monitors, communicates and implements strategies to improve regular school attendance
- believes truancing can place a student in unsafe situations and impact on their future employability and life choices
- believes attendance at school is the responsibility of everyone in the community.

Responsibilities

School responsibilities:

- accurately record attendance in eMinerva
- monitor student attendance, listing students as unexplained if they are absent from the class
- If a student arrives late/departs early, record time of arrival/departure
- contact parent/caregiver/Leads in Boarding in regard to unexplained/unauthorised absences
- provide support to families to encourage student attendance
- follow CES procedures to address attendance issues

Student responsibilities:

- attend every lesson every day
- arrive on time
- Sign in/out at Student Reception if late to school, leaving early, ill, attending appointments.

Parent/Carers/Leads in Boarding responsibilities:

- ensure students attend school each day
- explain all absences by text, email, phone or note (including extended absences)
- schedule appointments for students outside of school hours if possible
- seek approval for exemption for absences greater than 10 days
- inform the school of changes to contact information

Strategies

At MSB we promote 100% attendance by:

- endorsing the 'Every Day Counts' message through assemblies, newsletters and other communication
- issuing reward stamps to acknowledge 100% attendance and punctuality
- issuing certificates at Awards night to acknowledge 100% attendance and punctuality
- daily communication of unexplained/unauthorised absences to parents/caregivers
- providing support to students (AP Wellbeing) through attendance cards/truancy cards

Responses To Absences

At MSB we are committed to achieving the following targets in improving attendance:

- whole school attendance greater than 80% each term
- ensuring all absences are explained and authorised

When a student is absent without explanation for 3 days or a pattern of absences has been identified, MSB will take the following actions:

- contact parent/caregiver/Leads in Boarding for an explanation
- ensure the absence is authorised

At MSB, the consequences or impacts of unexplained or unauthorised absences might include the following:

- negative impact on student achievement
- request for an interview with parent/caregiver/Leads in Boarding
- attendance/truancy monitoring card
- after school detention

Saturday detention

- suspension
- cancellation of enrolment
- prosecution

Reporting and Monitoring Attendance and Punctuality

At MSB reports of absence or truancy are taken seriously. Students, parents, members of community and school staff may report an absence in the following ways:

- in person
- by phoning the school office or Student Reception
- by email: msb.office@cns.catholic.edu.au
- by written letter/note

See also (Related Policies and Guidelines)

Refer to other school policies as appropriate:

- behaviour management policy
- middle and senior years subject handbooks
- staff handbook.