



Attendance Policy

Policy Statement

The SCCC Attendance Policy outlines and identifies the procedures for students who are absent due to illness, family commitments, bereavement and other personal problems that prevent students from attending school. This policy also outlines procedures for late arrivals and early departures. Student attendance is recorded on end of Semester Report Cards.

Rationale

Accurate records are a mandatory requirement for legal purposes. There is also significant research to suggest that attendance is linked to academic success. This policy will ensure attendance records are accurate and up to date. Pastoral Leaders and PC teachers will monitor student attendance and communicate with home as necessary.

Scope

This policy will be implemented by Student Services, Classroom Teachers, Pastoral Care teachers and House Leaders under the direction of the Pastoral Team Leader. Parents and students are required to follow the Policy procedures to ensure accurate attendance records. Student Services will be responsible for monitoring the ALLE system.

Principles

Parents/ Caregivers are to notify the College of their son/daughter's absence, late arrival or early departure by way of email, telephone call or written note. Two or more days absent for illness should be accompanied by a medical certificate. A medical certificate is mandatory if assessment is due.

Late Arrival/ Early Departure

All early departures, late arrivals must check in and out using the ALLE System in Student Services.

- Students scan their ID card
- Complete the steps outlined
- Present your parent/ caregiver's permission note
- Student Services will print out your receipt

Unexplained absence

Any student who has not been marked 'present' by the commencement of Period 1 will have an SMS sent to their Parent/ Caregiver. The SMS will inform the parent/ caregiver of the unexplained absence and request an email/ call to explain the absence.

Breach of the Principles

Pastoral Leaders and PC Teachers are responsible for monitoring student attendance. If students are 'absent unexplained' for a specific lesson or for a day they are in breach of the College Attendance Policy. A breach of the Attendance Policy may result in the following:

- Interview with Pastoral Leader
- Make-up time at lunch
- Make-up time after school
- Interview with parents and Pastoral Leader
- Referral to Pastoral Team Leader

Responsible Staff	Pastoral Team Leader
Review	Yearly
Associated Documents	