



## ***Student Attendance Policy: Years 7 to 10***

### ***Purpose***

The purpose of this policy is to support students at Saint Ignatius College Geelong to develop and maintain a habit of regular school attendance.

### ***Beliefs***

At Saint Ignatius College Geelong we believe regular attendance at school enables students:

- to maximise their full educational potential and to actively participate and engage in their learning;
- to fully embrace the range of opportunities available to them at Saint Ignatius College Geelong;
- to become active and fully participative members of the Saint Ignatius College community.

### ***Policy Statement***

- Students are expected to attend school on all designated school days.
- Students are expected to attend and be punctual for all classes, activities and programs. This includes school excursions, retreats, Masses, assemblies, sport, organised speakers, and any activity deemed by the school to be part of the curriculum.
- This policy applies to all students enrolled at Saint Ignatius College Geelong.
- It is acknowledged that students may occasionally be absent from school due to circumstances that are beyond their control.

### ***Absence***

Student absence from school includes:

- ***Excused absences***  
Unable to attend due to unavoidable circumstances such as involvement in a school activity, illness, injury or family bereavement.
- ***Unexcused absences***  
Truancy, school refusal or other absences (e.g. family holiday, medical appointments or personal appointments).

The ***“Student Attendance Procedures”*** (a separate document) advises parents/guardians of the steps that are necessary to comply with the Student Attendance Policy and ensure that student learning is not adversely affected.

Also refer to: “Student Attendance Policy: VCAL/VCE



# Saint Ignatius College Geelong

## ***Attendance Procedures***

The school is in the process of reviewing attendance procedures. Below are the details of initial changes to previous expectations and procedures.

### ***Late to school***

#### ***Prior to 9.00am***

If a student arrives late but prior to the conclusion of morning homeroom the student will be admitted to homeroom and marked as late. A level one infringement notice will be issued if a note is not provided explaining the student's lateness.

#### ***After 9.00am***

If a student arrives after the conclusion of homeroom the student must 'sign in' at the front office.

Students must present a note explaining lateness (or parent/guardian explanation is made in person or by phone) and sign-in as directed by office staff. The student will not be permitted to attend class until the above procedure is followed.

#### ***Consequence of student arriving late (after 9:00am) with no contact from parent/guardian.***

Office to call home & check if the parent/guardian knew the student was late & why they were late.

Also remind parents/guardians of expectations. Student will not attend class until contact is made by office staff to the parent/guardian. A note must still be provided to the homeroom teacher explaining details of lateness the following day.

### ***Absence***

Parent/guardian must contact the school if student is absent, or expected to be absent, for two or more days.

On return to school student must supply the homeroom teacher with a signed note, in the student's planner with details of the days absent and reason for absence. A note must be presented in addition to any telephone or email contact made with the school.

### ***Non-compliance by student***

Every Thursday Homeroom teachers will check whether an explanatory note from a parent/guardian has validated absence, from the previous week.

The consequence, for the student, not providing an explanatory note, or not following the guidelines for arriving late to school, is an after school detention.