



ATTENDANCE AND PUNTUALITY POLICY

St Patrick's College is entrusted by parents and guardians, who are the first and primary educators of the young, with a significant share of the responsibility for the education of their children. As a Catholic school in the Edmund Rice tradition, St Patrick's College has in place expectations, structures and processes that aim to ensure the optimal development of the whole person – spiritual, intellectual, cultural, physical and social – taking our inspiration from Jesus, who calls us into the fullness of life (John 10:10) and from the charism of Blessed Edmund Rice.

Scriptural context

(Matthew 25:29) '...for the man who uses well what he is given shall be given more and he shall have abundance. But from the man who is unfaithful, even what little responsibility he has shall be taken.'

Our Mission:

In the Spirit of Edmund Rice

We welcome all boys who wish to honour our tradition, commit themselves to our values and contribute to our story.

We provide a holistic and engaging education that is accessible to all boys.

We foster a personal responsibility for learning as a lifetime's work.

We provide a school environment where all feel safe and happy.

Policy

St Patrick's College requires staff and students to be punctual to all classes and school commitments for which they are scheduled. The College will document and have records showing any absence and the reason for the absence of any student and member of staff from the College during normal school hours.

Guidelines

1. It is incumbent on students to follow the processes the College sets down relating to arrival or departure during set school hours.
2. Students and their parents or guardians have a responsibility to provide a written explanation for all absences.

3. It is a duty incumbent on and a legal responsibility for all teachers to mark rolls for each class they take. All class teachers are required to mark the roll indicating student attendances electronically (or as required by the Deputy Headmaster)
4. The College must be able to account for any students missing from timetabled classes through the processing of late passes, parent notified absences or school related absences.
5. Students should be seated in their Pastoral Care room by 8.50 am each morning or as directed by their Pastoral Care teacher.
6. During Homeroom each day (Session 1) the Pastoral Tutor completes a Pastoral Care Attendance Report (White Slip report) and sends it to Student Reception at the end of the Pastoral Care session each day.
7. Pastoral Tutors are required to mark the roll via the College's intranet (SIMON) for the Pastoral Care session daily.
8. At the beginning of Session 8 all staff are to complete their rolls and fill in an attendance report (Yellow Slip) and send it to Student Reception to be recorded. They must also mark their roll electronically for this Session.
9. The College will make available a master absentee list on the school's intranet and a hard copy posted on the Staff Noticeboard by recess each day to assist all staff in the continued checking of absentees.
10. When a student returns to the College after an absence, he must bring a note from his parent or guardian to the Pastoral Tutor to authenticate his absence. Prepared forms for this are available in the student diary. Notes are passed on to the Year Level Coordinator.
11. Parents or guardians are required to ring the College office by 10.00 am on any day that their child is absent, and the College office will notify the Pastoral Tutor. If a phone call is not received by such time, an SMS will be sent by the College office staff to parents or guardians notifying them of the absence or lateness of their child asking them to contact the College to discuss the matter.
12. When a student is absent for one or more days without notice by the parents/guardians in accordance with paragraph 11 the Pastoral Tutor phones the student's home on the second day to establish the reason and to ensure the student will comply with this policy.
13. Any student who arrives after the Pastoral Care session commences is late for school and is required to fill in a Late Pass at Student Reception. A copy is shown to the classroom teacher on arrival to class. If a student is regularly late to school the Pastoral Tutor in conjunction with the Year Level Coordinator will address the issue with the student and his parents or guardians and if necessary, impose appropriate sanctions.
14. A student must not leave the College early or for some part of the day, until he has obtained a Leave Pass from Student Reception. A Leave Pass will be

given to a student on presentation of a note from his parents or proof of a Doctor/Dentist appointment.

15. All staff are expected to follow the College's guidelines regarding absences from the College for a part of or whole day. These guidelines are available in the Staff Handbook and on the Knowledge Bases on the College intranet, SIMON.
16. In the case of illness, staff are to ring the Daily Extras Coordinator on 53224406 before 7:30am on the morning of illness. It is also expected that staff will email appropriate work for their classes scheduled for that day. In accordance with the industrial agreement, medical certificates are to be presented to the Director of Administration and Professional Learning from staff who are absent due to illness for more than two days or on a day adjoining a public holiday or term vacation.
17. It is a clear expectation that staff will attend medical appointments outside of school time wherever possible.
18. All staff at the College are expected to be punctual to all scheduled commitments. The legal and duty of care obligations in this area are absolutely important and staff are reminded of this regularly.
19. Staff who need to leave the property during the normal working day (8.30am - 4.30pm) are expected to register this absence at Student Services before departure.
20. The College reports on staff attendance in its annual report to government agencies, the College and wider communities.

Status of Policy: Ratified by the Board, 11 November 2008.

Sources:

Review: 2013