Student Absentee/Attendance Records
Policy & Procedures

Next review date: June 2015
Last reviewed: June 2013
By: Director of Information Systems

Policy

- With the exception of family bereavements, emergencies or illness, students are required to attend school each and every day of the academic year. The school actively discourages parents from pulling students out of school for extended holidays.
- Student attendance records are to be kept for a minimum of seven years, as per the legislation. Attendance records are not to be deleted after the seven years without the permission of the Principal.
- The Dean of Students will report extended absences to the School Attendance Panel and, in the case of international students, the Department of Education, Employment and Workplace Relations.

Procedure

- Mitigation
  - Where a student is absent for an extended period, the teacher/s will work closely with the parents/guardians to send to the student suitable material and activities that will minimise the chance of the student falling behind in their academic programmes.
- Junior School
  - Parents and/or guardians are required to explain a student’s absence from school
  - Teachers record student absences once each morning and once each afternoon
  - All unexplained absences are followed up by the Junior School office.
  - The number of half-day absences for the semester are reported to the students’ parents/guardians in each academic report
- Senior School
  - Parents and/or guardians are required to explain a student’s absence from school
  - Teachers record student absences each period
  - All unexplained absences are followed up by the school’s Absentee Officer.
  - If a student is absent from school in the morning and the school has not been forewarned, a TXT is sent to the parent/guardian notifying them of the girl’s absence and asking for an explanation.
  - All absences which remain unexplained are investigated by the Dean of Students. If an extended period of absence detracts from the student’s educational opportunity and there is no extraordinary reason, the Dean of Students will inform the School Attendance Panel.
  - The Dean of Students will report any international student to DEEWR whose attendance falls below 80% in any semester.