

STUDENT ABSENTEE POLICY



PREAMBLE

The College takes seriously its responsibility to ensure that students arrive at school safely. Part of this process is the need to ascertain why a student is absent and to work with parents to establish a clear process for informing the College if a child is absent on any given day. This policy links to our Child Protection Policy in so much as the College wishes to work with parents to ensure that students who should be at school actually attend.

1. Aims

- Establish a clear process for dealing with students who are absent without permission or notification to the College.
- Ensure as far as possible that students understand their responsibility to arrive at school on time.
- Maintain strong communication between school and home in relation to parents advising the College when students will be absent from school.
- Follow up with all students who are absent without notification.

2. Role of College Council

- Review the policy as required.

3. Role of the Principal

- Develop clear procedures in relation to following up on students who are absent without notification to the College.
- Work with the Heads of Section to ensure that all procedures are followed.
- Ensure that parents are notified if a student is absent without permission.

4. Role of Pastoral Care teachers

- Send down to the office a list containing the name(s) of any student who is absent by the end of Pastoral Care.
- When a student returns to school after an absence, ensure a note from the student's parent is written explaining the absence.
- If no note or explanation is forthcoming put a request in the student's diary for a note to be sent by parent or care giver as to why the absence occurred.
- If no reply is forthcoming refer the concern to the Head of Section.

5. Role of Student Admin Office Staff

- Collect the list of absentee students from Teachers.
- Take phone calls from parents relating to a student's absence.
- Advise Pastoral Care teachers of phone calls from parents of a student who is absent.
- Contact all students absent by phone after 9.30am on the day of a student being absent if a call from a parent has not been made to the College.
- Report to the Head of Section any student who is unaccounted for.

6. Role of Head of Section

- Collect the list of students absent from the Student Admin Officer.
- Keep the Principal informed about any student who is absent without authority to be so.
- Contact parents of any student who is absent without permission.



- Meet with any student the 'next' day or as soon as possible if the student is absent without permission.

7. Role of Parent(s)

- Contact the College by phone or note/letter on the day that student is to be absent from school.
- Write a letter to the student's teacher with an explanation of the student's absence the day that the student returns to school.