



ATTENDANCE PROCEDURES

St Pius X High School, Adamstown

At St Pius X HS Adamstown, we follow the Attendance K-12 Policy of the Catholic Schools Office adopted in 2012 and last reviewed in 2017.

Attendance Procedures:

Variations in Attendance	Procedure
<p><i>Whole day absences</i></p>	<p>Teachers mark rolls in Compass within the first ten minutes of every class from Care Group to Period 6 every day. Teachers should read & follow the Compass Attendance: A 'How To' In Marking the Rolls document located in School Resources in Compass. The flowchart contained in that document provides a full picture of the roll marking procedures.</p> <p>Compass stores all absence data on every student. Compass records & stores all whole day & partial absences. Teachers can access absence records for any student in Compass when needed. Compass notifies parents of all absences of their child. Compass requests an explanation from the parent for each absence.</p> <p>Compass sends text messages to the parents of all students marked absent as at 9.45am each day.</p> <p>Care Group Teachers maintain an overview of daily attendance of students in their group. CG Teachers must inform their House Coordinator if a student is absent for three consecutive days without explanation.</p> <p>House Coordinators maintain an overview of daily attendance of students in their House. House Coordinators must contact parents if a student is absent for three consecutive days without explanation to ensure that they are aware of the absences and to ascertain the reason.</p> <p>House Coordinators follow up on unexplained absences and also on explained absences that may lead to the student having difficulties completing their courses.</p> <p>House Coordinators will follow the Guidelines for Management of Habitual Non-Attendance when necessary.</p> <p>Letters of concern must be sent for unresolved situations.</p>

<p>Partial Absences</p> <p>Late to School</p> <p>Leave Early</p> <p>Sick</p>	<p>Compass records all attendance records.</p> <p>⇒ Non-attendance at Care Group must be recorded in Compass by Care Group Teacher</p> <p>⇒ The late student signs in at the Student Office and is marked late in Compass.</p> <p>⇒ The reason for the lateness is recorded when the student signs in.</p> <p>⇒ Regular lateness is to be monitored and dealt with in the first instance by the Care Group Teacher. Ongoing difficulties must be referred to the House Coordinator.</p> <p>⇒ A note requesting leave is given to the Care Group Teacher during Care Group</p> <p>⇒ This note is checked, dated and signed by Care Group Teacher</p> <p>⇒ The note is then sent to Student Office</p> <p>⇒ Student Office records this partial absence and prepares for the student to be signed out (and possibly sign back in)</p> <p>⇒ The student is signed out at the Student Office by a parent/guardian. The student is able to sign themselves back in upon return.</p> <p>⇒ The student goes to the Student Office where parent/guardian is contacted.</p> <p>⇒ Student Office records this partial absence and prepares for the student to be signed out.</p> <p>⇒ The student is signed out at the Student Office by a parent/guardian.</p> <p>⇒ Roll updated.</p>
<p>Sick</p>	<p>House Coordinators to maintain overview of lateness or frequent early leave from sickness and seek information at House meetings. Dean of Students to maintain overview.</p>
<p>Excursions Sport Teams Cultural Activities</p>	<p>⇒ Such students are not absent</p> <p>⇒ All excursions, sport trips, cultural activities are recorded as events in Compass. Event rolls are marked before the event commences.</p> <p>⇒ Absentees from the event are recorded in Compass. Parents notified.</p>
<p>Class Attendance</p>	<p>Monitored by classroom teachers by marking roll in Compass within ten minutes of start of period.</p> <p>Classroom teacher:</p> <p>The subject teacher is responsible for checking a student's absence from any scheduled class</p> <p>⇒ In most cases this can be checked at the next class</p> <p>⇒ Attendance records in Compass allow teachers to know if a student was on-site at the time</p> <p>⇒ In the event of single, unexplained absences, the classroom teacher is to take the appropriate action. This is usually one detention per lesson absent.</p> <p>⇒ Refer a pattern of unexplained absences from class to the relevant Studies Coordinator.</p>

	<p>Studies Coordinator:</p> <p>A Studies Coordinator should only have to become involved if either:</p> <p>a) a student has developed a pattern of unexplained absences from class, or b) the absences are impacting on ‘<i>satisfactory completion of a course</i>’</p> <p>⇒ The Studies Coordinator will inform the House Coordinator who may assist in any action that is being undertaken ⇒ The Studies Coordinator should keep the teacher informed of action that is being taken ⇒ Attendance concerns should be on the agenda of each faculty meeting</p> <p>Studies Coordinators need to be aware of the procedures contained in the Guidelines for Management of Habitual Non-Attendance.</p> <p>Letters of concern must be sent for unresolved situations.</p> <p>Dean of Studies has an overview role for these students.</p>
Punctuality to class	Classroom teachers should develop their own strategies to ensure punctuality. Staff who keep students from class should give the student a note explaining why they are arriving late.
Punctuality to class	<p>Punctuality is monitored by classroom teachers.</p> <p>⇒ Punctuality should be encouraged by classroom teachers being on time and beginning meaningful lessons on time and not stopping for latecomers.</p> <p>⇒ A pattern of unexplained lateness to class should be referred to relevant Studies Coordinator for action (the Studies Coordinator will inform the House Coordinator who may assist in the action).</p> <p>Both Deans and all Coordinators monitor punctuality and take follow up action if students are referred to them by a classroom teacher. Information about punctuality should be sought at Faculty and House meetings.</p>
Absence from School grounds	<p>⇒ Monitored by all staff, but especially yard supervisors ⇒ Offending students are to be referred to House Coordinators ⇒ No student should leave the School grounds without permission from either Dean ⇒ The Dean of Students maintains an overview of such absences</p>
Exemption from attendance	<p>⇒ Parent obtains application form from the school website. ⇒ Application goes to House Coordinator, who passes it on to the Principal’s Secretary ⇒ Principal approves/does not approve ⇒ If approved, Certificate of Exemption is issued to the student ⇒ Certificate (copy) & Application filed in the student’s file ⇒ Student Office notifies House Coordinator of approval ⇒ House Coordinator emails Care Group & Classroom Teachers notice of the absence.</p>