



LOYOLA COLLEGE

ATTENDANCE AND OUT OF CLASS POLICY

Intended audience	Loyola College Community
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PREAMBLE

Loyola College, as a Catholic co-educational College in the Ignatian tradition, seeks the education of the whole person and strives to ensure that each student achieves his or her unique potential. Consequently the College upholds standards and requirements regarding student attendance to College events in order to:

- Maintain a high standard of education at Loyola College
- Encourage a responsible attitude to class attendance by students, teachers, parents and guardians
- Ensure that students attend class time in order to undertake coursework and complete outcomes and assessment tasks
- Provide opportunities for teachers to observe students at work, and students' work, enabling judgment of authentication to be made.

DEFINITIONS

Absent is defined as where a student is not present at the scheduled class or College activity.

School related absence is defined as when a student has been marked absent from scheduled classes in order to participate in a school sanctioned activity. Examples of school related absences include excursions and incursions, ACS sport events, student leadership events, preparation for College events, the instrumental music program, appointments with staff members, outdoor education camps, reflection days or other such College sanctioned events.

Non-school related absence is defined as when a student is absent from class or other scheduled activities. Examples of non-school related absences include illness, medical, dental or other appointment, family or personal reasons, truancy or school refusal.

GUIDING PRINCIPLES

Loyola College is committed to the following expectations:

- Promote student attendance through clear statements of expectations and procedures
- Develop and implement rigorous and effective systems to record and monitor attendance and maintain accurate records
- Ensure that student attendance is recorded in every class
- Monitor and analyse school attendance records regularly and utilises strategies to support students at risk of poor attendance and possible disengagement from classes
- Pursue and record an explanation for every absence

- Supervise students during specified scheduled College activities conducted before and after these times
- Work collaboratively with parents and guardians to provide appropriate support as required when a student will be absent from the College for an extended period of time.

Parents and guardians are required to meet the following expectations:

- Ensure that their child attends the College when required
- Promote and provide organisational support to their child for full attendance and participation at the College on all designated school days
- Ensure that their child arrives at the College each day on time
- Notify the College of their child's absence as soon as possible on the first day of the child's absence
- Notify the school in advance if an absence of any period is planned
- Provide appropriate support of their child's learning during continued or prolonged absences as discussed with the relevant staff member
- Work cooperatively and collaboratively with the College to develop and implement improvement strategies when attendance has been inconsistent due to reasons deemed unsatisfactory by the College
- Work cooperatively with the College in supporting the child to return to the College and reintegrate after prolonged absence
- Ensure that contact details for the child are correct and up to date.

Students are required to meet the following expectations:

- Attend all scheduled College curricular and co-curricular activities on all calendared school days
- Arrive punctually to the College and in readiness for every class
- Provide within two days a written explanation from their parents or guardians to their teachers when they have been absent from school
- Remain on the College premises during scheduled class time unless they have the permission to leave from both the College and their parents or guardians
- Work with their teacher to develop learning activities to be included in the Student Learning Plan and to be completed during a prolonged absence
- Work cooperatively with the College to develop personal attendance improvement goals and strategies when their attendance has been inconsistent.

RELEVANT DOCUMENTS:

The Education and Training Reform Act 2006

Pastoral Care of Students in Catholic Schools (CEOM Policy 2.26) *Revised February 2009*

Student Engagement Policy Guidelines (Department of Education & Early Childhood Development) 2009

Attendance and Out of Class Procedures Document



LOYOLA COLLEGE

ATTENDANCE AND OUT OF CLASS POLICY PROCEDURES (DRAFT FOR FINAL CONSIDERATION AT DOWAL AS AT 16 APRIL 2012)

At Loyola College the Attendance and Out of Class Policy will be implemented in the following ways:

1. The Deputy Principal (Students) is responsible for ensuring that the policy is implemented.
2. The Deputy Principal (Administration and Personal Development) is responsible for ensuring the policy is evaluated at appropriate time intervals via the DOWAL Committee.
3. The Deputy Principal (Students) in conjunction with the Deputy Principal (Administration and Personal Development) is responsible for providing a suitable professional learning program to ensure that all staff members are familiar with current first aid and emergency response procedures.
4. All members of the College community ~ staff members, students, parents and guardians ~ have a responsibility to ensure that all students are accounted for during the school day, as well as, during scheduled activities outside the school day.

The following specific procedures apply.

COLLEGE ATTENDANCE

1. Students are under the general teacher supervision from 8.10am to 3.50pm, as well as during specified scheduled College activities conducted before and after these times. The College's duty of care to students exists specifically within these times, and is extended beyond these times only to students in the library or engaged in a specific scheduled College activity.
2. Academic classes commence at 8.25am, therefore it is the expectation that all students arrive at the College by 8.15am in order to be punctual for classes.
3. In the event of absence from scheduled classes or College events, parents and guardians are required to call the College Absentee Line (9433 0248) by 9.30am on the morning of their child's absence. When consecutive days of absence occur, the parent or guardian is required to telephone the College to verify the legitimacy of each day's absence. On a student's return to the College the student must provide the Mentor Teacher with an explanatory note written and signed by their parent or guardian.
4. Explanatory notes should be filed and kept by the Mentor Teacher for the duration of the school year. The Mentor Teacher is required to edit the 'absence event' on Synergetic ~ the College's student management system ~ to indicate that a note has been received. At the conclusion of the academic year all such notes are to be collected from the Mentor Teacher by the relevant Head of House who will then present them to the College Archivist for archiving for the required period. This will occur once the Year 12 students have left the College.
5. It is the responsibility of the Mentor Teacher to ensure that such explanatory notes are supplied for all absences. In the event that a student fails to provide a note after two days, the Mentor Teacher will make contact with the parents or guardians. In the event that the Mentor Teacher is not able to obtain a note within a week, the issue must be referred to the Head of House.
6. In the event that ongoing absences are not explained via a parent/guardian note, and where contact to the family has not been made possible via email or telephone, the following should occur:
 - An appropriate school representative will be required to visit the home (the recommendation is that at least two staff members will visit together)

- If required, relevant authorities are consulted in order to provide support for both the student and family
 - The relevant staff members will work with the family to provide a timeline for a 'return to school management plan' in consultation with the Deputy Principal – Students
7. Issues relating to truancy or school avoidance will be referred to the relevant Head of House for immediate action.
 8. To promote maximum opportunities for effective learning, it is a requirement that all students attend a minimum of 80% of classes. In the event that a student's attendance falls below 80% within a semester due to Non School Related Absence, a letter of concern will be sent by the subject teacher to notify the parents or guardians. When all matters are considered an 'N' assessment may be recorded on the student's subject reports unless special provision has been made and the absences have been verified and explained.
 9. In the event of absence on the day of a SAC or other assessment task, a student undertaking VCE studies must also adhere to the protocols outlined in the Loyola College Year 10 Procedural Handbook and the Loyola College Senior Student Procedural Handbook.
 10. Wherever possible, appointments should be made after College hours and the hours of any compulsory activity. If this is not possible, students should arrange appointments so as to minimize time away from school.

ATTENDANCE TO MORNING ADMINISTRATION

1. The purpose of Morning Mentor is to connect with students on a daily basis, develop relationships and provide students with a sense of pastoral care. In addition, the mentor time is an opportunity to disseminate information to help students prepare for the day. Morning mentor will commence at the end of Period Two, prior to the commencement of recess.
2. Mentor Teachers are required to mark the attendance roll, chase up any unaccounted absences and collect notes from students explaining their absences.
3. Mentor Teachers are to check daily for patterns that may emerge regarding particular students who continually arrive late to school. Heads of Houses are to be informed of any regular patterns. Staff members are to follow the procedures document relating to 'late arrivals'.

CLASSROOM ATTENDANCE

1. As part of their duty of care, subject teachers are required to closely monitor class attendance. Consequently it is the responsibility of the subject teacher to mark the attendance roll for each lesson. Absentees should be checked against Synergetic ~ the College's student management system ~ for late arrivals or explained/unexplained absence for the day. It is the responsibility of the subject teacher to follow up absences as soon as is possible with the student and follow the procedures relating to late arrivals.
2. Any student absence that cannot be accounted for must be reported immediately to the relevant Head of House.
3. For effective learning to occur students should remain in class at all times. However, when leave from class is required for genuine reasons, (for example; music lesson, student welfare appointment, careers appointment, attendance to first aid); the subject teacher will complete the *Movement Log* in the College Student Planner.
4. In the course of their movement around the College during scheduled class time, all students must be able to produce the movement log to explain their reason for being out of class if requested to do so by a member of the College staff.

5. A student attending an instrumental music lesson should present their College student planner to the subject teacher. The subject teacher must sign and record the time that the student leaves the lesson in the student planner. At the conclusion of the instrumental music lesson, the instrumental teacher is also required to sign and record the time that the student leaves the lesson in the student planner. On returning to the scheduled class, the student will present their student planner to the subject teacher.
6. The teacher must not exit a student from class for misbehaviour. The College's Restorative Practices Policy provides other means of resolving classroom incidents which does not include the exclusion of the student from the classroom.
7. In the event that the teacher is unable to conduct the classroom learning due to the behaviour of a student, the subject teacher will send a responsible student using the *Movement Log* in the College Student Planner to Student Reception to collect a member of the College Leadership Team. The member of the College Leadership Team will immediately visit the classroom and remove the student from the classroom, supervising the student until the matter can be discussed with the subject teacher and the relevant Head of House.
8. As a duty of care, students must not be dismissed by their teachers before the conclusion of the lesson.

EARLY LEAVES & LATE ARRIVALS

1. A student requiring an early leave must present to their Head of House prior to the commencement of Period One (and no later than 8.15am) on the day of their early departure, a signed and dated explanatory note from their parent or guardian outlining the reason for the early leave and their intended time of departure. The Head of House will enter the information on Synergetic ~ the College's student management system.
2. A student is required to sign out at Student Reception prior to leaving the College grounds. Should the student return to the College prior to the conclusion of scheduled classes or activities, the student is required to sign in at Old Loyola Reception.
3. Students arriving late to the College for a known reason, are required to present a note, signed and dated by a parent or guardian, when they sign in on arrival at Student Reception. A member of the Office staff will enter the information into Synergetic ~ the College's student management system. The parent note explaining the late arrival must be handed to the Office staff who will forward it to the Mentor Teacher.
4. In the event that a student falls ill during the school day he/she, where appropriate, is to obtain written permission, via the movement log in the planner, from the classroom or supervising teacher in order to report to First Aid. In the event of First Aid being required between classes, the student is to present to First Aid immediately.

Where the student is sent home during the school day due to illness, the First Aid Co-ordinator contacts the student's parents or guardians to inform them of their child's condition and to make arrangements for their departure from the College. The First Aid Co-ordinator will enter all relevant information on Synergetic ~ the College's student management system.

Where the student attends First Aid for part of the day, the First Aid Co-ordinator enters all relevant details on Synergetic ~ the College's student management system.

All VCE students are allocated a certain number of study periods per cycle in recognition of the time needed for constructive study and preparation. In order for a student to leave the College grounds at the completion of the final class before a study period, an authorising letter from the student's parent or guardian must be completed and returned to the College at the commencement of the academic year. Once the authorising letter is received the student may leave the College grounds at the conclusion of their scheduled curricular or co-curricular activity and will not be required to sign out at Old Loyola Reception.

Students without authorisation to depart or who elect to remain at school are expected to be engaged in private study in the library or a specialist room which has been approved and supervised by the

relevant teacher. These students must sign in at Old Loyola Student Reception or at the Library. These arrangements allow the College to compile a current list of all students on the College grounds should the need arise for an emergency evacuation.