



St Joseph's College

COOMERA

Courage to Love, Learn and Serve

ATTENDANCE POLICY



This College document is used in conjunction with the **BCE Attendance Policy** *St Joseph's College, Coomera recognises that every day of attendance in school contributes towards a student's learning and that maximising school attendance enhances academic outcomes. AS such it is our expectation that children are in attendance at school for all designated days unless ill. Truancy, student initiated, or parent supported will be treated seriously.*

Purpose:

The purpose of this document is to detail obligations and procedures that must be followed to meet those college and state statutory requirements.

Obligations:

Our school has a responsibility to record student attendance and respond to instances of irregular attendance. It is important for our school to investigate the patterns and underlying causes of non-attendance so that appropriate strategies addressing the specific type of absenteeism can be implemented.

Our school, and by virtue of their employment, our teachers, are legally required to monitor and record attendance of students in their care on a daily basis, whether absent or present in class, on excursion or at a school based activity.

Legal guardians of children have a legal obligation, as set out in the Education (General Provisions) Act 2006, to ensure a child is enrolled at and attends school.

Class rolls, whether electronic or paper based, can be required as evidence in court and assist in establishing that a school has met their common law duty of care to students. Attendance records are required as part of a school's Workplace Health and Safety requirements and can be a critical factor in identifying serious student protection concerns. In addition, student attendance records are used for student reporting, fee allocation and government reporting.



POLICY: Recordkeeping

Version	Attendance Policy Final V1
Audience	SJC Employees, Parents, Students
Directorate	Brisbane Catholic Education
Policy Owner	Paul Begg
Policy Manager	Laura Fynn
Policy Author	Laura Fynn
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