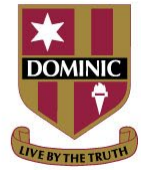


DOMINIC COLLEGE

A Catholic School in the Salesian Tradition



ATTENDANCE POLICY

Date	February 2023
Responsible Position	College Leadership Team
Approved By	College Board
Next Review Date	February 2026
Related Documents	Attendance Procedures Education Act 2016 Education Regulations 2017 Ministerial Instruction No. 6

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1. RATIONALE

At Dominic College we aim to adhere to the four domains of the Archbishop's Charter of:

- Catholic Identity
- Learning
- Leadership
- Mission

The Salesian Charter guides how Dominic College enacts these domains with a focus on:

- A HOME that welcomes
- A PARISH that evangelises
- A SCHOOL that prepares for life
- A PLAYGROUND where friends meet

As a K-10 College we are bound by a range of acts, legislation, laws, and registration requirements that dictate our attendance expectations.

2. THE SALESIAN CHARTER

Living out the Salesian Charter requires us to act in certain ways when managing attendance.

A HOME THAT WELCOMES

Being a HOME that welcomes means that:

- We support and celebrate regular school attendance
- We provide support for students and families who struggle with attendance
- We seek to resolve absences with parents/carers promptly in a cooperative manner
- We support learning when students, with a valid reason, are unable to attend school

A PARISH THAT EVANGELISES

Being a PARISH that evangelises means that:

- Our actions reflect the teachings of Christ
- Decisions and discussions are based on the teachings of Christ, the example of St John Bosco, and are made with due thought and consideration
- Our care for the young is reflected in our commitment to full time attendance at school

A SCHOOL THAT PREPARES FOR LIFE

Being a SCHOOL that prepares for life means that:

- We support the requirement for students 5 to 17 years of age to attend school on a full time basis

- We acknowledge the importance of school attendance for the whole day and every scheduled school day
- We address truancy promptly and in ways that support student and parent/carer understanding and agreement
- We discourage absences during term time
- We expect students to request and complete any work missed during an absence

A PLAYGROUND WHERE FRIENDS MEET

Being a PLAYGROUND where friends meet means that:

- We expect open, honest, and respectful communication using appropriate language and methods
- We seek to resolve absences in a timely, open, informative, supportive manner between the College and families
- We provide clear, accurate, and required information to families when truancy requires referral to the Education Registrar Compulsory Conciliation Conferences (CCC)

3. TRUANCY

Truancy occurs when a student chooses not to attend school without parental consent. Reports of truancy are taken seriously, and parents/carers should report suspected truancy by contacting the College promptly.

4. RESPONDING TO ABSENCES

Dominic College, in line with the requirements of the Non-Government Schools Registration Board Guidelines and other relevant legislation, is required to record and report on attendance and non-attendance. The response to absences or proposed absences depends on the circumstances for the absence. Prompt communication and the timely provision of required paperwork is vital in resolving or approving absences. Student services staff follow up on all absences. Absences of 3 consecutive days or more (or within one school week) are referred to Directors of Learning and Wellbeing for further action. Follow up may include phone calls, SMS, emails, letters, and scheduled meetings. In rare instances continued or ongoing absences may be referred to the Education Registrar for Compulsory Conciliation Conferences.

AUTHORISED ABSENCES

Authorised absences require advance notice or prompt communication with the College.

Absences can be authorised under the following circumstances:

- Student illness
- Medical, legal, or related appointments
- Natural disaster, extreme weather preventing safe travel and attendance at school.
- Cultural observances
- Impacts of family violence
- Participating in a recognised state, national, or international event
- Bereavement
- Terminal illness of a family member

MANAGING AUTHORISED ABSENCES

Parents/carers are required, where possible, to provide the College with written advanced notice of student absences.

Student illness should be advised promptly to the relevant school office as soon as possible.

Illness of 3 consecutive days or more requires the provision of a medical certificate or a statutory declaration. Statutory declarations can be completed and witnessed by select staff available on site.

In accordance with the Education Act, if a student is absent from school due to sickness or incapacity for more than 5 days in any school year, the Principal may request that a certificate from a medical practitioner be provided.

When seeking permission for absence due to interstate competitions or other extra ordinary circumstances, permission must be applied for in writing from the relevant Deputy Principal. Specific times, such as Year 10 exams, may not receive approval. Students are required to ensure that all teachers are aware of their absence and that all work is completed on their return.

UNAUTHORISED ABSENCES

The College does not support holidays during term time, absences for this reason will not be recorded as a legitimate absence and noted as unapproved leave.

5. THE EDUCATION REGISTRAR

COMPULSORY CONCILIATION CONFERENCES (CCC)

Where the College has exhausted internal processes for unexplained absences and there are continued unexplained absences the matter may be referred to the Education Registrar under the guidelines in Ministerial Instruction No 6 relating to School Student Absences.

Resolution of absences through the CCC are best suited for non-attendance relating to:

- children in primary school, particularly the early years
- an incident at or related to College
- a dispute between the parent/guardian and the College, or the student and the College
- an allegation of bullying, harassment, or inappropriate social behaviour
- difficulties with transport
- a disability or illness (including anxiety) suffered by the child or the parent/guardian
- insufficient skills or understanding on the part of the parent to successfully get the child to College
- difficulty with transition points
- difficulty engaging a parent to determine the cause of non-attendance

Urgent referrals to the CCC should be considered where:

- An incident has occurred at school which is unlikely to be resolved by the passage of time and needs to be resolved quickly in order to expedite the student's return to the College
- A student with otherwise excellent attendance suddenly ceases attending college with no reasonable excuse
- A parent/guardian indicates at a very early stage that the student will not be returned to the College unless a particular matter is resolved, and the College needs the assistance of a third party to resolve the matter.