



Attendance and Engagement Policy

Guiding Principles:

- Scotch College must maintain accurate records of student attendance both for the safety of students, and for Census and record keeping purposes
- Student attendance data is also collected to ensure that students are complying with Government regulations regarding expected school attendance
- For the safety of all students, we must know where all students are, at all times of the day

Definitions

Compulsory school age means that children must be enrolled in and attending school from when they turn 6 until they turn 16.

Compulsory education age means that students aged 16 must be in an approved learning program until they turn 17.

Habitual non-attendance is where a student has 5 to 9 absences for any reason in a term (average of 1 day per fortnight).

Chronic non-attendance is where a student is absent for 10 days or more in a term for any reason (average of 1 day per week).

'Contact 1' is the parent/caregiver who is nominated as 'Contact 1' on the student's Enrolment form.

Expectations

Scotch College expects that students and families will comply with legal requirements regarding school attendance. Students are required to attend school from age 6. At age 16, they may leave formal schooling to enter another approved learning program (e.g., apprenticeship, university) until they turn 17.

Parents are required to notify the College for any student absence and the reason for the absence.

Scotch College will record attendance data using the processes outlined below. Parents/caregivers will be notified of any student absence which has not been communicated to the College by a parent/caregiver. Usually this notification will be sent to the parent/caregiver who is identified as 'Contact 1' unless other arrangements are in place.

In cases of separated families, the parent/caregiver who is identified as 'Contact 1' will be notified as to student absence, unless other advice has been received by families. In cases of habitual or chronic non-attendance, where shared custody arrangements are in place and have been communicated to the College, both parents will be notified.

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Attendance Processes

Mitcham Campus

Where a student is unaccountably absent at the start of the day, the Home Group teacher will notify the school office via SEQTA roll and Sharepoint. Conquest office will contact home. Any student, who must leave the grounds for an appointment during school hours, will need to have a parent communicate this to the Conquest office, and students will be signed out from there, when collected by a parent or approved caregiver.

Student absences reported to jsabsentees email or by phone are compiled by Conquest Office staff and can be viewed by all teachers via the Junior School SharePoint homepage. All absence noted in Seqta is visible to all classroom teachers. A list of absent students is used in the event of an evacuation or lock down.

Any student arriving late to school, after 8:40am must be signed in at the Conquest Office by a parent or approved caregiver.

Torrens Park Campus

Where a student is unaccountably absent from a class, the class teacher should inform the student's Head of House and the relevant school office by email. This procedure should apply for any timetabled activity (academic, sport, Performing Arts, etc.).

The class teacher will also follow up with the student his/her reason for being absent when next they meet, as will the Head of House.

Any student, who must leave the grounds for an appointment, will need to have a parent communicate this to the Middle or Senior school office. Such arrangements should be noted on the Absentee List and logged in Seqta. All departure prior to school finish time, or late arrival to school, will be logged in Seqta and should be noted by the student at the Middle or Senior School Office.

- Students from Year 7 - 11 will have communication from a parent or caregiver to the relevant school secretary before allowing a student to sign out of the campus
- Special arrangements regarding students in Year 12 are registered each year using a parent permission form.

Any scheduled activity that takes a student out of the classroom will be noted in Seqta by relevant staff. Such examples may include a visit to the school nurse, a scheduled music lesson or a meeting with another staff member. An appointment with the College Psychologists will be noted as 'Meeting' or 'other scheduled activity.' Class teachers can view the location of students by checking the absentee register on Seqta.

Student absences are reported on a daily list compiled from the roll call in Period One. All absence noted in Seqta is visible to all classroom teachers. A list of absent students is displayed with the student Sign In sheet in each school office, which is used in the event of an evacuation or lock down.



Unplanned Absence

If a student is absent due to an unforeseen circumstance, such as illness, a parent or caregiver should either report this through phoning the Absentee Line, or phoning or emailing the relevant school office. As per Department of Education instruction, if a student is absent for 3 or more days, the College Principal, or Delegate, can request a copy of a medical certificate from the parent/caregiver.

If a student begins to develop a pattern of habitual non-attendance, a nominated Mitcham Campus Student Review Team Member, or relevant Torrens Park Head of House or will contact the parent/caregiver of the student involved to discuss the reasons that this pattern may be forming, and strategies for engagement of the student at school. The student's attendance would then be monitored and strategies for reengagement reviewed.

If chronic absenteeism is noted, the relevant Head of School will contact the parent/caregiver of the student involved to discuss the reasons that this pattern may be forming, and strategies for engagement of the student at school. At this point, the student and their parents/caregiver will be advised of expectations regarding compulsory school attendance and the goal would be development of a plan for reengagement, which would be developed at a meeting between the College, the student and their family. Further medical certificates can be requested.

If parents/caregivers and the student have failed to meet with the College and develop a re-engagement plan, advice will be sought from the Department of Education, through an Attendance and Engagement Social Worker. Intervention would be expected from a social worker if a student has not presented to the College for 6 consecutive weeks.

Planned Absence

For planned absence of two days or less, the parent should call or email the student's classroom teacher (Mitcham Campus) or Head of House (Torrens Park Campus), who will acknowledge receipt of this information and communicate through to the relevant office. It is the responsibility of Torrens Park students to liaise with their teachers prior to absence to regarding work that would be missed.

For a planned absence of three or more days, the parent or caregiver is required to provide written notification to relevant Head of School. Mitcham Campus families will be asked to complete a 'Principal Approved Exemption from School Form' for extended absences. It is the responsibility of a Torrens Park student to ensure that planned work is undertaken during their absence, so they do not fall behind. Appropriate, alternate work may be set for Mitcham Campus students.

For an extended sabbatical, the Head of School would notify the Principal, the Chief Operating Officer and the Director of Admissions who would make necessary arrangements regarding payment of school fees.

All absentee records will be archived and stored for seven years or until a student is 21 years of age.