



Student Attendance Protocols

Source of Obligation

The Tasmanian Schools Registration Board Handbook (4.6) requires that 'the school meets the requirements for enrolment and attendance of students laid down in the Education Act 1994'. In addition, Star of the Sea is required to be aware of the legal obligations regarding enrolment and attendance, as stipulated in Education Act 1994 (Tas) ss 4-11.

These obligations are:

- s 6(3) A Principal must ensure that a register is kept recording the daily attendance or absence of each school-aged child.
- s 10(1) A child is excused from attendance if he or she is prevented from attending because of a reasonable cause approved by the Principal, and the parent has given notification.
- s 10(2) If requested by the Principal, a parent must provide a medical certificate for a child who is absent because of sickness.
- s 10(3) The Principal may require a student to not attend a school on any day on which the student has an infection or is suffering from an infectious disease.

Daily Attendance Register

Star of the Sea keeps a register of the daily attendance of all students at the College in electronic form (via the student management system, Compass). The register of daily attendance records the following information for each student:

- daily attendance for all students, and for secondary students, attendance for each lesson;
- absences;
- reason for absence.

Separately the school retains:

- documentation to substantiate reason for absence; and, for part-time enrolments;
- a copy of the approval of the Executive Director of the TCEO for part-time enrolments.

Monitoring Daily Attendance

Star of the Sea has implemented the following systems and procedures in order to monitor the daily attendance of students and identify absences from College:

- Parents are responsible for ensuring that they notify the College to explain the absence of their children on any particular school day. Notification may be provided via Compass, email, the College's approved Social Media site or by telephoning the College, and should be made prior to the start of College.
- Class teachers take the class roll promptly at the commencement of the school day.
- Secondary students take attendance for each lesson.
- All absences are recorded using Compass. Should any role be not completed, the office contacts the teacher concerned to ensure it is completed.

Following Up Unexplained Student Absences

Star of the Sea has implemented the following systems and procedures in order to follow up unexplained absences from College:

- Where an absence has not been explained by 9:30am a text message is sent to the student's parents seeking clarification over the absence.
- Where the absence remains unexplained the matter is recorded as unexplained and, if possible, is investigated and followed up.
- Where parents repeatedly fail to inform the College of absences the Principal will contact them directly seeking an explanation and to remind them of their obligation to report absences.
- All information in relation to unsatisfactory attendance is recorded on students' files and information with respect to attendance is provided in each student's school report.

Records of the Register of Daily Attendance

The register is retained for a period of seven years after the last entry was made, and copies of information in the register are stored off-site at regular intervals.