

St Mark's Attendance Policy & Procedure - SEQTA

St Mark's Coptic Orthodox College

Guidelines Name: St Mark's Attendance Policy & Procedure - SEQTA	Date of Origin: 2018	By Whom: Remon Metira
Master Copy Location:	College Google Drive	
Last Updated: February 2021	By Whom: Remon Metira	Authorised by: Head of College

Rationale

The safety and whereabouts of students is paramount to St Mark's Coptic Orthodox College, of equal importance is the teaching of responsibility to our students. In line with the Education Act 1990, the College believes that attendance at all school activities is compulsory and students should not be absent without an acceptable reason. The College also believes that responsibility for student attendance is a shared responsibility between the College, the parents, and the students themselves.

Each student is to attend from 8.25 am until

- 3.10 pm (Years 7-12)
- 2.55 pm (Years K- 6)

Scope

This policy covers procedural aspects for both teachers and administrative staff

Principles

- a) Schools must record daily attendance for all enrolled students in accordance with the Education Act (1990).
- b) Accurate record keeping of attendance is vital in satisfying duty of care requirements and in generating useful attendance data.
- c) Daily attendance records are maintained in SEQTA and our Resolving Officer resolves authorised absentee notifications.

Procedure

LATENESS:

A student who arrives at the College after 8:35am must sign in late at the Front Office.

- Obtain late stamp in Student Diary/ SEQTA.
- Parent/carer to sign the Diary.
- **Roll call/Classroom teachers** are to monitor these matters, particularly if lateness reoccurs and discuss it with the welfare team before calling home. All late arrives will be recorded as a demerit on SEQTA from their Roll call teacher. Students can appeal any demerit by meeting with their HP and providing a valid reason supported by a parent / Guardian.
- **Resolving Officer** is to inform the student's House Patron if the student went straight to Period 1 without signing in late at the Front Office as a welfare issue.

ABSENCE:

- The College expects a parent/carer to inform via phone call, email (attendance@stmarks.nsw.edu.au) or skoolbag, before 10.00 am, if a student is to be absent on that day.
- A student who is absent from the College on any day is required to present to the Front Office, on the day of their return, a note from a parent/carer explaining their absence if previous note was not provided.
- A formal letter will be sent to parent/carers regarding frequent/unexplained absences.
- It is the role of the **Roll Call/Classroom teacher** to monitor and follow up absences.
- If the student is going to be absent for an extended period, the College must be notified; parent/carer should be seeking an approval from the Head of College in advance.

ABSENCE FROM CLASS:

- **Classroom Teachers** are required to take the roll within the first 10 minutes of each period for Years 7-12 and 9:00AM/12:30PM for K-Year 6.
- Any Withdrawal from Class needs to be at a minimum and the office should be notified straight away via phone call or email. This will then be recorded on SEQTA.
- **Resolving Officer** is to run a report 20 minutes into each period to follow up any discrepancies or rolls that have not been marked.
- **Resolving Officer** is to follow up **immediately** any students who are missing with the classroom teacher as this is a duty of care issue. If the **Resolving Officer** has not located the student in the classroom, they must bring it to the attention of the welfare team straight away in the following order:
 - House Patron / Stage Leader
 - Head of Secondary Students / Head of Primary
 - Deputy Head of College
 - Head of College

PARTIAL ABSENCE:

- A student seeking partial absence during the day is required to provide a letter that states the student's full name, class, date, time of partial absence, reason for absence and signed by the student's parent/carer.
- Such letters are to be handed to the House Patron /Head of Primary prior to 8.45am and then submit.
- Student's parent/carer needs to collect the student from the Front Office.
- The details of absence will be entered into SEQTA by the Front Office.
- In case the student return to the College, the student's re-entry is noted on SEQTA by the Front Office.

YEAR 12 STUDENTS:




A student in Year 12 is allowed to come late and is exempted from attending morning roll call if the student is not timetabled on for Period 1.

A student in Year 12 must arrive and sign in at the Front Office 10 minutes before the start of the lesson.

A student in Year 12 is allowed to leave early if the student does not require to attend any periods for the remaining of the day.

SEQTA Icons used

Classroom teacher – Attendance roll

 Absent - The student is marked as absent. No knowledge about the absence has been given	 Present - The student is marked as present and the teacher has visibly recognised the student in attendance	 Late to Class - The student is marked as Late to class when the student walks in after marking the roll.
--	--	--