

# Georges River College Oatley Senior Campus

## Attendance Policy and Processes

### Principles

- Good attendance is a prerequisite to success at school.
- Parents need to be informed promptly if their child is not at school.
- Parents need to be informed if poor attendance is placing learning and NESA certification at risk.
- Schools have an obligation to record and monitor attendance carefully.
- Absences appear on school reports as explained or unexplained and are an indicator to future employers.

### Daily management of attendance at GRC Oatley:

- Students with lessons in Session 1 are expected to be at school at 8.30am.
- Students register attendance with finger scanning.
- Parents can ring in advance with reasons for absences and leave a message on 8567 3700.
- SMS are generated by the school to the nominated mobile phone to alert parents and caregivers to unexplained absence or lateness.
- Parents can respond by phone or note so that a lateness or absence can be marked Explained.
- Students with Session 1 free are electronically recorded and must swipe in prior to the start of their first lesson or be marked late.

### Missing part of a day

- All staff are required to mark attendance in individual lessons and note any unapproved absences. Students with an unapproved absence are deemed truants. The Head Teachers Welfare interviews students and where needed contacts parents.
- Repeated truancy can lead to suspension and ultimately expulsion.

### Monitoring

- Letters are sent home regularly regarding unexplained absences. Students who claim they were marked absent in error must have all teachers whose class they attended on that day verify their attendance before the roll will be adjusted.
- Once a term, attendance statistics are checked for all students. Those with less than 90% attendance are deemed to be at risk of meeting satisfactory course outcomes and warning letters are generated. Students are counselled, supported and monitored. Ongoing unsatisfactory attendance can lead to expulsion if the student is deemed to be a non-serious student of post compulsory age.

### Long leave

Occasionally students apply for long leave to travel overseas with their family. This is discouraged. The Department of Education does not give permission for students to be absent from school. Work cannot be supplied for such absences. Such students need to locate a buddy in each class and identify with the teacher, the topics that will be studied while absent. It is the student's responsibility to catch up on missed work. Long leave inevitably affects HSC results. Please note that any long leave during the school term is not considered an acceptable reason for missing assessment tasks and formal examinations. Students may be awarded a zero mark and may receive an N Warning.

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