



STUDENT ATTENDANCE POLICY

Salesian College Sunbury (the College) is an inclusive Catholic Faith Community in the spirit of St John Bosco.

- We are a welcoming COMMUNITY that fosters an atmosphere of joy and optimism.
- We strive for engagement in LEARNING for which we are collectively responsible.
- We promote the pursuit of EXCELLENCE in all aspects of life.
- We are inspired by our FAITH to serve others and develop as resilient, thoughtful and caring citizens of the world.

Central to these values is an unequivocal commitment to fostering the dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.

INTRODUCTION

Whilst the College promotes the importance of full-time school attendance, it also recognises that students may be marked absent for part or whole days throughout their time at the College and is committed to meeting its legislative and reporting obligations under the Education and Training Reform Act 2025 by ensuring practices and supports are in place to monitor student attendance and to respond to incidences where attendance is of concern.

AIMS

The Student Attendance Policy has been developed to:

- maximise learning opportunities
- enable students to strive for excellence
- promote a commitment to education
- facilitate the authentication of students' work
- foster connection and a sense of belonging the College
- enable duty of care by having adequate measures to promote student attendance

SOURCE OF OBLIGATION

The Education and Training Reform Regulations (sch 4 cl 10) require that the College make provisions to:

- monitor the daily attendance of each student enrolled at the College; and
- identify any absences of a student from college including classes; and
- follow up any absences of a student from the College or classes; and
- notify any parent or guardian regarding a student's unsatisfactory school or class attendance; and
- record information regarding a student's unsatisfactory attendance at school or classes on their student file.

The Education and Training Reform Regulations (sch 4 cl 11) require the College to maintain a student attendance register recording the attendance of students at compulsory school age (i.e. 6-17 years). An attendance register records any student absences to ensure:

- the care, safety and welfare of students
- continuity of learning

An attendance register must record student attendance for each class and record any given or apparent reason for student absences.

DAILY ATTENDANCE REGISTER

The College keeps a register of the daily attendance of all students in electronic form (Synergetic). The register of daily attendance records the following information for each student:

- daily attendance
- absences
- reason for absence
- documentation to substantiate reason for absence

Attendance is checked following the commencement of each period to ensure rolls are marked accurately.

STUDENT ATTENDANCE EXPECTATIONS

The College places great value in full-time school attendance, including those deemed as compulsory co-curricular events. These include:

- Feast Days
- Assemblies
- Whole school sporting events
- Reflection/Retreat Days
- Liturgies and Masses
- Award Ceremonies

The College also values the opportunities provided to students through its extra-curricular and leadership programs. To be considered for participation in College extra-curricular activities, student attendance is closely reviewed and monitored. If a student is absent from school when the events listed above take place, their opportunity to participate in the following extra-curricular activities may be compromised:

- Sporting teams (incl. SACCSS)
- Immersions/Overseas trips
- Presentation Ball (Year 11)
- Student Leadership

MONITORING DAILY ATTENDANCE

The College has implemented the following systems and procedures to monitor the daily attendance of students and identify absences from college or class:

- Parents are responsible for ensuring that they notify the College to explain the absence of their children on any school day. Notification must be provided by using the College App and should be made prior to the start of school.
- Class teachers take the class roll promptly at the commencement of the school day and within 5 minutes of the commencement of each class.
- All absences are recorded using Synergetic and are cross checked against the absentee notifications that have been provided to the College that day.

It is the responsibility of the **Assistant Principals (Bosco & Savio)** to ensure that student daily attendance is being effectively monitored.

FOLLOWING UP UNEXPLAINED STUDENT ABSENCES

The College has implemented the following systems and procedures to follow up unexplained absences:

- Where an absence has not been explained by 9:30am, an SMS Text message is sent to the student's parent/guardian notifying them of the absence and requesting that they immediately contact the College. This notification is made on the same day, as soon as practicable, including for post- compulsory aged students.
- Where the absence remains unexplained the matter will be reported to the Year Level Leaders/Director of Students for investigation and follow up.
- All information in relation to unsatisfactory attendance is recorded on a student's file and information with respect to attendance is provided in each student's school report.
- The requirement to follow up absences is included in the role descriptions of identified staff.

NOTIFICATION OF PARENTS AND GUARDIANS OF UNSATISFACTORY ATTENDANCE

Salesian College Sunbury has implemented the following systems and procedures to notify parents and guardians of unsatisfactory attendance:

- Where a student is absent from the College after a period of three days, the Year Level Leader/Director of Students will contact the parents directly in the first instance to seek an explanation and to remind parents of their child's obligation to attend school.
- Where parents repeatedly fail to inform the College of absences the matter will be referred to the Director of Students/Assistant Principal (Savio/Bosco Campus). Parents/carers will be contacted directly. An explanation will be sought, and a written reminder given to them of their obligation to report absences (refer to Student Attendance Procedures). Parents/carers may be called in to meet with College staff to discuss concerns regarding ongoing absences.

Parents and carers are regularly reminded to ensure that any changes to their contact details are communicated to the College.

RECORDS OF THE REGISTER OF DAILY ATTENDANCE

The register is retained within Synergetic.

SCHOOL ATTENDANCE PROCEDURES

Salesian College Sunbury has referenced the information in the Student Attendance Procedures in relation to the development of this policy.

RELATED DOCUMENTS

- Student Attendance Procedures

Document History	Date(s)	Modification Details
Written by: Executive	16/09/2019	
Approved by: College Board	08/10/2019	
Post Implementation Review: Executive	15/04/2020 24/03/2023 26/03/2025 15/12/2025	Follow up unexplained absence: dot point 2 Reviewed, minor Edit in Follow up on Unexplained Absence Reviewed, updated legislative change Minor changes made to policy (legislative/to reflect changes in Student Attendance Procedures). Inclusion of compulsory attendance at whole school/campus/year level/house events and consequences if students are absent
Next Approval: Executive	15/12/2027	