Roll Marking and Absentee Policy

Philosophy:

“At Lumen Christi Catholic College, learning happens in an environment where positive relationships are inherent, based on a foundation of mutual trust, respect and courtesy - all are Christ”

LCCC Core Beliefs 2001

At Lumen Christi student welfare is our primary concern. For the College to provide its ‘duty of care’ it is essential that students attend school and classes on a regular basis.

Purpose:

The purpose of this policy is to specify the procedures used by Lumen Christi Catholic College to encourage and monitor attendance of students and to outline the roles of College staff with regard to student attendance, including:

- maintaining accurate attendance records of all enrolled students.
- developing attendance checking procedures which enable the College to identify and assist students with unsatisfactory attendance.
- providing prompt, positive intervention measures, so that students do not fall behind with their work.
- developing sound communication links between school and parents concerning student attendance.

Procedure:

See Appendix A for Roll Marking and Absentee procedure.

Related Policies:

References:
Nil

Forms:
Nil

Approved by: Adrian Wels
Revision Date: October 2012
Next Revision Date: October 2014
Implementation Date: February 2012
Issuing Group: Lumen Christi Catholic College Executive
Contact Officer: Adrian Wels
# Roll Marking and Absentee Procedure

<table>
<thead>
<tr>
<th>Who</th>
<th>What?</th>
<th>Process</th>
</tr>
</thead>
</table>
| **PC/Class Teacher** | Roll-Marking Absence Codes      | • Mark roll using following codes:  
✓ = Present  
a = Absent – Initial absence, no notification from parent.  
B = Absent on school business eg excursion, school sport, WEX  
E = Suspension  
F = Flexible timetable  
L = Absent with parental approval  
S = Sick  
X = First and last day of attendance each term  

NO BOXES TO BE LEFT BLANK – A TICK OR A CODE MUST BE ENTERED. |
| **PC/Class Teacher** | Receipt of Absentee Notes & Amendments | • All absence notes to be sent to the front office in the PC Bag. Teachers do not need to record details of notes on Daily Absence Sheet.  
• Write any amendments on Daily Absence Sheet.  
• Verbal advice of absence from a parent is acceptable and can be recorded on the Absence books in the front office or a signed note from a teacher. Pink ‘Verbal Notification of Student Absence’ are available for this purpose |
| **PC/Class Teacher** | Absent Students                   | • Ring home if student is absent for 3 days (ring on third day).  
• Liaise with House Coordinator and teaching staff to organise work to be sent home if needed.  
• Patterns of absenteeism are investigated in consultation with House Coordinator / Head of Primary.  
• Chronic absenteeism investigated through House Coordinator / Head of Primary and AP Pastoral Care. |

<p>| PC/Class Teacher | Data Entry into MAZE               | • Office staff enter data according to Daily Absence Sheets.                                                                                                                                              |</p>
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<tr>
<th>Office PC/Class Teacher</th>
<th>'Unexplained Absences Report'</th>
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</table>
|                         | • 'Unexplained Absence Report' issued to PC / Class Teacher weekly. Outstanding absences chased up by PC / Class teacher.  
|                         | • 'Note for Explanation of Student Absence/s' to be sent home with students. |

<table>
<thead>
<tr>
<th>Office PC/Class Teacher</th>
<th>Partial Absences</th>
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|                         | • Students who arrive late are required to sign in. Students arriving **after 9.10am** are late.  
|                         | • Students receive a Late Pass from the front office staff.  
|                         | • Reason should be acceptable as per the list below.  
|                         |   • Appointment (note/verbal from parent)  
|                         |   • Approved Leave (note/verbal from parent)  
|                         |   • Injury  
|                         |   • Public transport difficulties  
|                         |   • Own transport difficulties (note/verbal from parent)  
|                         | • Where reasons for lateness, or frequency of lateness is unacceptable, there needs to be appropriate follow up from the PC teacher.  
|                         | • Students leaving early are required to provide a note from the parent.  
|                         | • Students receive an Exit Pass from the front office staff.  
|                         | • Front Office staff to record partial absences in MAZE. |

| PC/Class Teacher Receipt of Money | All payments to be handed to PC / Class teacher. Money should be in College money envelope and should specify amount, date and purpose. Direct any issues directly to front office. The amount and purpose of the payment to be recorded on the 'Dollars and Notes' sheet. |

| PC/Class Teacher PC Bags | Maintains PC bags in a clean & tidy manner. Remove old newsletters, handouts etc. |