

Student Attendance Policy

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Source of Obligation

Criterion 3.7 of the SA Registration Standards requires the College to monitor the attendance of each student at school and at classes, and have in place processes to minimise non-attendance and to keep parents or guardians and the education authority informed as required by legislation.

Navigator College's Policy

Navigator College has clearly defined attendance policies and procedures to ensure all prescribed information on student attendance is retained and recorded. These policies and procedures make provision for monitoring the attendance of all enrolled students, identification of students with attendance issues and the implementation of appropriate measures to restore regular attendance.

Compulsory Attendance

All students enrolled at the College are required to attend the College on every day, and for such parts of every day, that instruction is provided for the student at the College, unless the student:

- is enrolled at a correspondence school
- has been exempted from attendance

Excused Absences:

- Illness/injury
- Doctor/Dental/Counselling Appointment
- Family emergencies
- Death in the family
- Impassable roads due to inclement weather
- Family Vacations

Unexcused Absences:

- Absences without notification
- Family Vacations without consultation
- Forged illness
- Private lessons unless pre-arranged with College
- Missing the bus
- Suspension or expulsion from school

Process for Extended Absence of More Than 5 Consecutive Days

1. Parent/caregiver to notify the Principal in advance by letter or email or in person
2. The Principal may request a meeting with the parents/caregivers
3. Form ED175 A Application for Exemption is forwarded to the family to complete (parent to sign)
4. Parent/caregiver to return the Application for Exemption Form to the Principal to complete details and sign off on dates and details
5. The College will advise the family of approved leave details in writing (Via SEQTA email)
6. Relevant staff (eg Head of School, Homegroup Teacher) are informed by the Student Services officer
7. Student Services Staff enter details of approved leave on SEQTA with explanation (ie; Family Holiday Approved)
8. Student Services will file the Application for Exemption Form and associated correspondence in the student file

The Principal has the authority to approve temporary exemptions up to 12 months for the reason of family travel/holiday. If for more than one month and for reasons other than travel/family holiday, the application requires approval by Executive Director, Association of Independent Schools of South Australia (Independent Schools). Form ED175 must be completed.

Attendance Register

Navigator College keeps a register of the daily attendance of all students at the College using SEQTA, showing whether a student attended, or participated in an educational program, or failed to attend and participate. Refer to our [Truancy Policy](#).

Attendance is checked at least once daily, in the junior school, and during every lesson for middle/senior school.

The register is capable of being made available as hard copy documents.

Monitoring Daily Attendance

Navigator College has implemented the following systems and procedures in order 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 particular school day. Notification may be provided via the Navigator College Website, by telephoning the College (8682 5099) or SMS 0427 179 483 and should be made prior to the start of College.

Class teachers take the class roll promptly at the commencement of the school day for junior school, and in the beginning of each lesson for middle and senior school.

All absences are recorded using SEQTA Attendance. They are then notified and cross checked against the absentee notifications that have been provided to the College that day.

Parents must inform the College if the child is to leave the school grounds during the normal school day. Parent of JUNIOR SCHOOL STUDENTS must also inform the school who will be collecting and returning the child.

All Students, regardless of age, must have verbal/written permission to leave the college grounds from the parent/guardian who is responsible for the agreed payment of school fees (as per enrolment form), and must also use the appropriate sign out procedures.

Following Up Unexplained Student Absences

Navigator College has implemented the following systems and procedures in order to follow up unexplained absences from College and hence to minimise non-attendance:

Where an absence has not been explained by 10 am, a text message is sent to the student's parents/carers, notifying them of the absence and requesting that they immediately contact the College via phone, SMS or email.

This will be the only attempt to notify the family of unexplained absences.

Where the absence remains unexplained for a period of 3 days, the matter will be reported to the class teacher for investigation and follow up.

All information in relation to unsatisfactory attendance is recorded on students' files and information with respect to attendance is provided in each student's College Report. Refer to our Assessment Procedure. If absences are excessive, consideration will be given to retaining the student in the current grade.

Managing Homework During Absences

Parents/Caregivers who take a student on extended leave during term time are not to expect class teachers or the College to provide learning activities for their child for that time period. The teacher however may use his/her discretion in this, to make recommendations as to the work that could be carried out.

For an excused absence, a parent/student may request homework if the request is made to the office by 11:00am on the day of the excused absence. All collectable homework may be picked up in the office between 3.30pm and 4.00pm on that same day. It is the parent's responsibility to obtain any books needed. Students will have the same number of days to make up their work, as they were absent.

For unexcused absence, it is the student's responsibility (particularly in Middle and Senior School) to obtain any information and work missed. Teachers are not required to prepare homework in advance of unexcused absence. Work may be provided at the teacher's discretion. No time extensions will be given for homework, test or quizzes that the student is aware of prior to the absences unless they make arrangements with their teacher before they leave. Work missed (including homework) must be completed within the timeframe determined by the teacher's.

Management of Students with Attendance Issues

Navigator College manages the identification of students with attendance issues and the implementation of appropriate measures to restore regular attendance through its Truancy Policy.

The College communicates with parents/carers on attendance and non-attendance as required, in accordance with the Parent Communication Policy.

We have also implemented the following systems and procedures in order to notify parents/carers of unsatisfactory attendance:

Where a student is unsatisfactorily absent from College, the College will contact the parents/carers directly 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 Head of School will contact them directly seeking an explanation and to remind them of their obligation to report absences.

The College will inform the Department of Education and Child Development about student attendance as required.

Attendance Policy Framework

Navigator College has developed a comprehensive policy framework for monitoring and managing student attendance, including:

- Enrolment Policy
- Truancy Policy
- Parent Communication Policy