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## **Managing student attendance in 2018**

The pastoral care and wellbeing of our students is a very high priority at St Joseph's Catholic College. We are committed to working in partnership with parents to promote regular attendance at school which is essential to students realising their potential for learning. Our procedures for managing student attendance are in line with the guidelines from the Catholic Schools Office of the Diocese of Broken Bay. The principles and procedures the college applies include:

- Attendance rolls are marked at the beginning of the day in the student's homeroom class and again throughout the day, usually at the beginning of each lesson. Parents can monitor their daughter's attendance through the Parent Portal if they are a registered user of the portal.
- Parents are notified by email at about 9.25 am each morning if their daughter is not present at school unless parents have informed the college of her absence or that she will be late.
- Students are required to arrive to school by 8.30am each day. However, we understand an occasional late arrival may be unavoidable. Students will be issued with an afternoon detention on the fifth occasion they are late to school in a term.
- Year Leaders will phone parents to inquire about the wellbeing of students after three (3) successive days of unexplained/unverified absence.
- Parents are required to explain all absences from, and lateness to school within seven (7) days of the absence or lateness. Otherwise, it remains permanently on the student's record and is printed on her school report as an *unexplained/unverified absence*.
- The college will notify parents when a student's total number of unexplained/unverified absences exceeds five (5) days in line with diocesan policy. An interview will be arranged with parents of students when their unexplained/unverified absences exceed eleven (11) days. Please note that these unexplained/unverified absences need not be successive.
- Students are expected to be in attendance for the full school day unless attending a health related or similarly important appointment. Parents must notify the school in writing or come into the office if a student is required to leave school before the end of the school day.
- Parents seeking to take students out of school must notify the school well in advance. If the absence is for ten (10) or more days, parents must lodge either an *Application for Extended Leave – Travel Form* or an *Application for Exemption from School Form* with the Principal who, upon consideration of the application, will provide either a *Certificate for Approval of Extended Leave* or *Certificate of Exemption from School*. When students are absent while travelling it is essential they speak with their teachers regarding work/assessments they will miss when away. Students are responsible to ensure they keep up with their required schoolwork commitments.

I encourage parents/carers to read the document NSW Government document: [Compulsory School Attendance: Information for Parents](#). Parents/carers should contact their daughter's Year Leader or the Assistant Principal on 4324 4022 to discuss any matter related to attendance or for more information about the college's procedures for managing student attendance.

Yours faithfully,

**Tony McCudden**  
**PRINCIPAL**