

PROCEDURE: Student Attendance (Secondary & P-12)



1. PURPOSE

The purpose of this procedure is to describe Clairvaux MacKillop College's approach to the consistent management of student attendance to meet legislative requirements and sector standards.

Rationale

Clairvaux MacKillop College is committed to providing a safe and supportive learning environment for all students, which enhances their holistic educational needs.

Clairvaux MacKillop College recognises that every day of attendance in school contributes toward a student's learning and that maximising school attendance enhances academic, employment and social outcomes. Correspondingly, research has shown direct correlations between poor attendance and student disengagement, exposure to 'at risk' behaviours and poor academic, employment and social outcomes. Accurate attendance records are an important Workplace Health and Safety requirement to monitor the wellbeing of all of our students.

Clairvaux MacKillop College is committed to promoting the key messages of the 'Every Day Counts' campaign which promotes the following:

- All children should be enrolled at school and attend school every day.
- Schools should monitor, communicate and implement strategies to improve regular school attendance.
- Truancy and chronic absenteeism can place a student in unsafe situations and impact their future employability and life choices.
- Attendance at school is the responsibility of everyone in the community.

Acceptable reasons for student absences are:

- Illness;
- Family trauma or bereavement;
- Events of cultural significance;
- Participation in school organised activities, eg. work experience;
- Participation in representative sporting or arts activities, e.g. Metropolitan Sporting Trials.

Examples of unacceptable reasons for absence are:

- Truancy;
- Shopping expeditions with or without parent or carer;
- Helping at home or at parent/caregiver's place of work;
- Part-time or casual work (including travel to or from work);
- Appointments which could be made out of school hours (e.g. haircuts, driving lessons)
- Completing assessment at home;
- Family holidays;
- Birthdays.

PROCEDURE: Student Attendance (Secondary & P-12)



2. RESPONSIBILITIES

2.1 General requirements

Compulsory schooling

The Queensland Government states that “each parent of a child who is of compulsory school age has the legal obligation to ensure their child is enrolled and attends a school, on every school day for the educational program in which the child is enrolled, unless the parent has a reasonable excuse.

A child should be enrolled in and attend school in the year that they turn compulsory school age (six years and six months). Each parent of a young person in the compulsory participation phase has the legal obligation to ensure that the young person is participating full-time in an eligible option, unless the parent has a reasonable excuse.”

The Compulsory Schooling Phase:

- starts the year a child turns 6 or starts Prep
- ends when the child turns 16 or finishes Year 10, whichever occurs first.

During this phase, the legal guardian has a legal obligation to ensure their child attends school every day.

The Compulsory Participation Phase:

- starts the year the child stops being of compulsory school age (i.e., reaches the age of 16 or completes Year 10).
- ends when the child:
 - gains a Senior Certificate, Certificate III or Certificate IV *or*
 - has participated in eligible options for two years after the completion of the Compulsory Schooling Phase *or*
 - turns 17 years of age.

During this phase, legal guardians have a legal obligation to ensure their child meets the attendance requirements of the eligible option of their choice.

Roll-marking

Our school has a responsibility to record student attendance and respond to instances of irregular attendance. Employees must use the eMinerva system to record student attendance and absences. It is important for our school to investigate the patterns and underlying causes of non-attendance so that appropriate strategies addressing the specific type of absenteeism can be implemented.

Our school, and by virtue of their employment, our teachers, are legally required to monitor and record attendance of students in their care on a daily basis, whether absent or present in class, on excursion or at a school-based activity.

Student attendance level

PROCEDURE: Student Attendance (Secondary & P-12)



Students, parents/legal guardians, and employees work together to ensure all students meet the school expectation of 90% or above attendance and zero unexplained absences. 90% attendance equates to 5 days absence per term and 10 days absence per semester.

2.2 Roles and responsibilities

Role	Responsibilities
Principal	<ul style="list-style-type: none"> • implement this procedure • manage student attendance in consultation with the school community • engage with families to proactively promote high levels of student attendance • monitor non-attendance and re-engage students in partnership with parents/legal guardians • ensure compliance of data entry in alignment with eMinerva requirements • ensure employees are made aware of BCE's Student Attendance policy and this procedure • ensure a link to this procedure is provided to relief staff i.e., published on school portal • record and report attendance data in annual reviews • ensure relief staff are entered into WSS timesheets in order to gain access to eMinerva • ensure eMinerva training is part of the induction process for new employees and annual training for existing employees.
Employees with roll-marking responsibilities	<p>When a student is absent without explanation for a period of 2 or more days, Clairvaux MacKillop College will take the following actions:</p> <ul style="list-style-type: none"> • Upon return the student will be contacted by the Homeroom Teacher to determine if there is a reasonable excuse for the absence/s and will be asked to provide a response from a parent or carer (note, email, phone call) within two days; • Where the parent or carer has not contacted the school within two days of a student's return from absence, the parent or carer will be contacted by the Homeroom Teacher (by email or telephone call) to determine if there is a reasonable excuse for the absence/s (<i>Director General's Guidelines ss176 and 239 of the Education (General Provisions) Act 2006</i>); • Records of contact with parents and carers regarding absences will be recorded in eMinerva (the Homeroom Teacher would pass information about attendance on to the Student Reception Officer for input into eMinerva),

PROCEDURE: Student Attendance (Secondary & P-12)



Role	Responsibilities
	<p>When a student is absent without explanation for 3 or more days or when a pattern of absences has been identified, Clairvaux MacKillop College will take the following actions:</p> <ul style="list-style-type: none"> • The parent or carer will be contacted by the Homeroom Teacher or Pastoral Leader (by telephone call) to determine if there is a reasonable excuse for the absence/s (<i>Director General's Guidelines ss176 and 239 of the Education (General Provisions) Act 2006</i>; • A formal letter outlining attendance requirements and the student's attendance record will be sent home; • If, after 3 weeks, a student is still not attending school regularly, the Pastoral Leader will follow the processes for managing student absences as outlined in the <i>Education (General Provisions) Act 2006 – SMS-PR-043</i>. This includes the reporting of persistent and/or unexplained absences to the Queensland Police Service and the Department of Child Safety; • Records of contact with parents and carers regarding absences will be recorded in eMinerva. • ensure data is entered into eMinerva in an accurate and timely manner, at least twice per day • for any student absent from school without explanation, report on the same day as the day of the absence to parents/legal guardians using ParentSMS • follow up on eMinerva notifications of unexplained absences • inform Principal of unexplained or 3+ days of absence with an explanation.
<p>Pastoral Leaders and Assistant Principal Student Wellbeing</p>	<p>When truancy has been identified, Clairvaux MacKillop College will take the following actions:</p> <ul style="list-style-type: none"> • Parents will be contacted by the appropriate Pastoral Leader or member of the College Leadership Team to address the student's specific behaviour; • A student will receive appropriate consequences as governed by Clairvaux MacKillop College's <i>Student Behaviour and Support Plan</i>. <p>Where there is prolonged absence due to illness or medical condition:</p>

PROCEDURE: Student Attendance (Secondary & P-12)



Role	Responsibilities
	<ul style="list-style-type: none"> • It is the parent or carer’s responsibility to provide a medical certificate for absences from school of 3 days as soon as possible to either the Homeroom Teacher or Pastoral Leader. • For absences that occur for a period of more than 10 consecutive school days, it is the parent or carer’s obligation to obtain an <i>Exemption from compulsory schooling and compulsory participation</i>. • In times of prolonged absence due to illness or a medical condition, academic support may be provided appropriate to the student’s needs at the time. Students have a responsibility to request and complete any missed work and/or assessments once they have returned to school. Parents can request work from teachers to be completed at home by contacting the Student Reception School Officer. <p>Where holidays are scheduled during term time:</p> <ul style="list-style-type: none"> • Clairvaux MacKillop College does not support the practice of scheduling holidays during term time and does not consider the taking of a holiday during term time an authorised explanation of absence from school. • It is the parent or carer’s obligation to obtain an <i>Extraordinary Leave Application</i> for absences that occur for a period of more than 10 consecutive school days.
<p>Roles and responsibilities of Legal Guardians</p>	<ul style="list-style-type: none"> • To ensure your child is enrolled at and attends school. This is a legal obligation, as set out in the Education (General Provisions) Act 2006. • To make a commitment to meet the Clairvaux MacKillop College attendance goal upon enrolment of your child. • To ensure your child attends school for the whole day on every scheduled school day unless: <ul style="list-style-type: none"> ○ Your child is too sick to leave the home or has an infectious disease or an injury preventing movement around the school. ○ A medical or dental appointment that could not be made out of school hours. ○ The Principal is provided with another genuine and acceptable reason preventing your child’s attendance. • To provide a satisfactory explanation for all absences on or before the morning of the day of absence. (*see note below)

PROCEDURE: Student Attendance (Secondary & P-12)



Role	Responsibilities
	<ul style="list-style-type: none"> • To provide a prompt response to any text message, email or letter received regarding your child's absence from school, even if you think an error has been made. • To seek approval from the Principal if your child is to be absent for an extended period (longer than one week of consecutive Absence). • To contact school support staff (Pastoral Leaders, Counsellors or the Assistant Principal – Student Wellbeing) if your child is reluctant or refusing to attend school. • To initiate or attend support meetings to improve your child's school attendance. • To provide notification of lateness via the BCE Connect App or Parent Portal • To provide notification of an early departure via the BCE Connect App or Parent Portal or a dated and signed diary notification if your child is required to leave school early. (Please note that for student protection and safety purposes, students in Year 7 – Year 10 require a Legal Guardian or Legal Guardian approved delegate to present at Student Reception if their child is to leave school early.) • To ensure that emergency contact information for your child is up-to-date. <p>Providing Absence Notifications</p> <ul style="list-style-type: none"> • This is important for the safety and wellbeing of all students. When a student cannot attend school for any reason, it is expected that the legal guardian will notify Student Reception by 8:30am on the day of absence. • Please notify the College of student absence using one of the methods below: <p>Parent Portal/BCE Connect: Click on Absence tile</p> <p>In Person: Verbally or via a hand-written letter by the parent or carer. This may take the form of a Medical Certificate if the child has been absent for multiple days with illness.</p>
<p>Students</p>	<ul style="list-style-type: none"> • To attend school for the whole school day, every day and be on time for all timetabled classes. • To not leave the College campus during school hours without permission

PROCEDURE: Student Attendance (Secondary & P-12)



Role	Responsibilities
	<ul style="list-style-type: none"> To always report to Student Reception if arriving to school later than 8:35am. To ensure work missed during any periods or days absent from school is completed. To take responsibility for your regular attendance. To ensure days absent are explained by your Legal Guardian. To discuss day(s) absent with your class/Homeroom teacher if either attending regularly or getting your Legal Guardian's notification for an absence is difficult.
Attendance and Participation – a joint obligation	<ul style="list-style-type: none"> Attendance reports will be produced regularly by the Student Reception School Officer to provide a summary of overall attendance percentage, absence reasons and late arrivals/early departures. Students will be flagged if their attendance falls below expectation, or a pattern of late arrival, early departure or unexplained absence is emerging. Students and Legal Guardians may be required to attend an interview with a member of the College Leadership Team or the relevant Pastoral Leader if any aspect of attendance (overall percentage, arrival time, unexplained absences) falls below expectation. Cancellation of enrolment at Clairvaux MacKillop College may be considered for students who fall below attendance expectations if a Legal Guardian partnership and commitment to improve attendance cannot be established.

3. PROCEDURE

Important note: Class rolls, whether electronic or paper-based, can be required as evidence in court and assist in establishing that a school has met their common-law duty of care to students.

Attendance records are required as part of a school's Workplace Health and Safety requirements and can be a critical factor in identifying serious Student Protection concerns. In addition, student attendance records are used for student reporting, fee allocation and government reporting.

Activity	Requirement
Attendance Marking	<ul style="list-style-type: none"> Attendance must be marked for all students

PROCEDURE: Student Attendance (Secondary & P-12)



Activity	Requirement
	<ul style="list-style-type: none"> • Attendance will be marked in Homeroom each morning before 8.48am by the Homeroom Teacher. • Student Reception staff will check the morning roll marking of Homeroom Teachers and follow up any unmarked rolls with the relevant teacher. • Attendance will be marked for each period for all subject classes throughout the duration of the school day by subject teachers. • Student Reception staff/Executive Assistant to the Principal will check roll marking for each period of all subject classes at 2:30pm daily. • Student Reception staff will advise the Deputy Principal of any rolls marked incorrectly or unmarked. • An email will be sent to Subject Teachers for any subject rolls not marked. • Incorrectly marked rolls will be corrected by the teacher responsible for the class. • Regular reports of outstanding unmarked classes will be produced by the Student Administration School Officer and forwarded to the Deputy Principal.
Present Categories in eMinerva	<ul style="list-style-type: none"> • Students who are on site and: <ul style="list-style-type: none"> ○ Present in class will be marked as '<i>Present – In Class</i>'; ○ Attending an approved in-school activity will be pre-marked as '<i>Present – Alternate Learning Activity</i>' by the teacher responsible for the activity; ○ With Counsellors will be marked as '<i>Present – In-School Appointment</i>'; ○ In Sick Bay will be marked as '<i>Present – In Sick Bay</i>' by Student Reception staff. Students who are off site* and: <ul style="list-style-type: none"> ○ Attending apprenticeships/traineeships or other approved work experience will be pre-marked as '<i>Present – Work/Study</i>' by the Student Reception Staff at the start of each day; ○ Participating in an excursion or camp will be marked as '<i>Present – Excursion/Camp</i>' by the teacher responsible for the activity. A marked copy will be taken on the Excursion/Camp. A marked copy will be given to the Student Administration School Officer for entering onto eMinerva for each day of the activity.

PROCEDURE: Student Attendance (Secondary & P-12)



Activity	Requirement
	<ul style="list-style-type: none"> ○ Participating in a school-approved Sport or Arts activity will be marked as <i>'Present – Sport/Arts'</i> by the teacher responsible for the activity. A marked copy will be taken on the Sports/Arts Activity. A marked copy will be given to the Student Administration School Officer' for entering onto eMinerva. <p>* Please refer to activity symbol for detail of the approved activity by hovering over the icon. they are to advise the parent/guardian to record the absence information in the BCE Connect App or Parent Portal.</p> <p>Students will only be marked as <i>'Present – Not Required to Attend'</i> upon instruction from College Leadership.</p> <ul style="list-style-type: none"> ● participating in activities (excursion, camps, etc.) must be marked by the teacher responsible for the activity ● These attendance categories must not be changed, unless the student is present in class and then the category must be changed to 'Present – In Class' ● Students must only be marked as 'Present – Not Required to Attend' upon instruction from College Leadership.
Absent Categories in eMinerva	<ul style="list-style-type: none"> ● Students who are: <ul style="list-style-type: none"> ○ not in class, and notification has not been received from a parent/legal guardian, must be marked 'Absent – Unexplained' ○ not in class, and notification has been received from a parent/legal guardian, must be marked 'Absent – Explained' ● When marking the roll, if teachers have received written information from the parent/legal guardian regarding a student's absence from school, the teacher must enter the details (including absence category) into a log in eMinerva ● If the parent/legal guardian has informed the Student Reception of the absence, the school officer must enter these details into a log in eMinerva ● Homeroom teachers must enter any information regarding future planned absences of students by entering a Notified Absence into e-Minerva ● If a student is away for three (3) consecutive days (or earlier if concerned) the Homeroom teacher or delegated employee

PROCEDURE: Student Attendance (Secondary & P-12)



Activity	Requirement
	<p>must contact the parent/legal guardian</p> <ul style="list-style-type: none"> For any student absent from school without explanation, the school must report on the day of the absence to the parent/legal guardian If a student has been previously marked 'Present at school' but they are not in class without permission, the teacher must ring Student Services and advise that the student is not present. The Student Reception officer must inform available employees (preferably Pastoral Care team members) within Pastoral Care Offices that the student is missing. They must then attempt to locate the student who must be managed under the school's Student Behaviour Support Plan Students must only be marked as 'Absent – Not Required to Attend', 'Absent – Truant' or 'Absent – Internal Suspension' upon instruction from College Leadership.
Unexplained Absences	<ul style="list-style-type: none"> A notification must be sent to the student's legal guardian on the same day once an unexplained absence has been identified via ParentSMS. The Homeroom teacher or delegated employee must follow up any unexplained absences by contacting the student's parent/legal guardian After SMS messages are sent out a follow up phone call happens each day to all UNEXPLAINED Absences If a child protection order is in place, then the Child Safety Officer must be notified as well as the legal guardian Past unexplained absences are indicated by the red Unexplained Absence Alert icon on class rolls. When the Homeroom teacher receives written explanation of the absence from the student's legal guardian, they must update the absence category and enter details into eMinerva.
Late Arrivals	<ul style="list-style-type: none"> A student is considered to have arrived late any time after the 8.35 am bell on a school day A student arriving late will sign in at Student Reception. If they are signing in during a busy time they might not be issued a late slip; however, the information will be available in eMinerva. If a student signs in during the school day (other than homeroom time) they will be issued a late slip and should present it to the classroom teacher on arrival to class. Legal Guardians are required to provide an explanation for the late arrival via the BCE Connect App or Parent Portal. Students

PROCEDURE: Student Attendance (Secondary & P-12)



Activity	Requirement
	<p>arriving late without Legal Guardian notification will be marked <i>'Absent – Unexplained'</i> for the period before their arrival at school.</p> <ul style="list-style-type: none"> • If Homeroom Teachers observe a student has made a habit of arriving late or is late for three consecutive days, they will contact the student's Legal Guardian as per the policy for absentee students in this document. • An SMS message will be sent to the student's main contact/s advising the student has arrived late to school.
Early Departures	<ul style="list-style-type: none"> • A student is considered to be leaving early any time before 2:54pm. • All students leaving early will provide a notification from a Legal Guardian via the BCE Connect App or Parent Portal • If Student Reception staff are unsure of the validity of the notification, a call will be made to the student's main contact to confirm. • Students in all classes Year 7 – Year 10 also require the Legal Guardian or Legal Guardian approved delegate to attend Student Reception in order to sign the student out. This is to fulfil duty of care obligations. • Students in Year 11 and 12 are to advise their Pastoral Leader of an early departure and the reasons why. A legal guardian must provide an email or notification via BCE connect or parent portal of the reason and time. This note must be signed off by a Pastoral Leader. The student must present this note to student reception at the time of leaving college grounds.
SMS Messages	<p><i>Unexplained Absences:</i></p> <ul style="list-style-type: none"> • An SMS message will be sent to a student's main contact/s by 10:00am each day advising of any 'Unexplained' absences. <p><i>Late Arrivals:</i></p> <ul style="list-style-type: none"> • An SMS message will be sent to a student's main contact/s advising of students who have arrived late. <p><i>Incorrect SMS messages:</i></p> <ul style="list-style-type: none"> • Any incorrect messages caused by incorrect roll-marking will be made known to the Deputy Principal.
Non-Marking of	<ul style="list-style-type: none"> • If the school computer system is offline, hard copies of all

PROCEDURE: Student Attendance (Secondary & P-12)



Activity	Requirement
Electronic Roll	<p>Homeroom rolls must be provided by the School Officer Student Reception. Subject rolls will not need to be marked.</p> <ul style="list-style-type: none"> Once the system is online the Pastoral Care teacher must mark the roll in eMinerva so that the records are correct. This may be done the next day if necessary. Only administrators are permitted to amend marked rolls in consultation with the APA In the event of an evacuation, hard copies of rolls must be taken to the evacuation area must be marked by Homeroom teachers. Homeroom teachers must advise the Pastoral Leader of any unexplained absentees During an emergency lockdown, the roll must not be marked.
Activities	<ul style="list-style-type: none"> An activity must be entered into eMinerva for students attending excursions, camps, and other school-based activities A yellow alert must appear next to the student's name on class rolls to indicate the student has a timetable clash. The activity must be marked by the staff member responsible for the event, e.g., 'Present – Work Study'; 'Present – Excursion'. This attendance category will automatically inherit through the rest of the student's timetable for the day These attendance categories must not be changed, unless the student is present at school and then the category must be changed to 'Present – In Class'.
Relief and Supervising Staff	<ul style="list-style-type: none"> Relief staff must have access to the school portal and eMinerva using their own BCE username and password and must mark attendance in eMinerva for each class they are supervising, in accordance with this procedure Teachers conducting supervision must mark attendance in eMinerva for the class they are supervising. Relief staff are provided with a school laptop to enable roll marking in eMinerva
Part-time Students	<ul style="list-style-type: none"> Part-time students must sign in and out of the school office on arrival or departure as per arrangements made.
Mobile Attendance Application	<ul style="list-style-type: none"> Teachers wishing to use this application can access it via their school portal and entering their BCE username and password. The User Guide – Mobile Attendance Application must be read prior to use.

PROCEDURE: Student Attendance (Secondary & P-12)



Activity	Requirement
Exam Block	<p>Students on exam block must sign in and out via the school office. At Clairvaux MacKillop College, this is done via exam session roll marking to avoid congestion at the office.</p> <p>Exam Blocks</p> <p>Students from Year 11 and Year 12 will only be at school for required exams throughout scheduled exam blocks. Students may have home study time when not attending for an exam or outstanding / incomplete assessment. Students should not be sighted in public areas (e.g. shopping centres) unless with their parent/guardian during school hours for this block period. Throughout assessment block – this means that all assessment including exams, modules and assignments are required to be up to date and be completed as directed by the teacher and assessment schedules.</p> <p>Absence from Examinations</p> <p>A student in Years 7-10 who is absent from an examination due to illness or injury must notify the subject teacher or Curriculum Leader on or before the day of the examination and present a doctor's certificate to the subject teacher on the first day of his/her return to College to arrange the completion of that examination.</p> <p>A student in Year 11 or 12 who is absent from an examination due to illness or exceptional circumstances must notify the Assistant Principal: Curriculum and relevant Curriculum Leader on the day of the exam or prior to the exam if it is an on-going medical condition. Students must present a Medical Certificate or other documentation along with an AARA application to the Assistant Principal – Curriculum on their return to school and make arrangements with Curriculum Leader for an alternate date to complete the exam. This is to be at the first possible opportunity.</p> <p>The Curriculum Leader or Assistant Principal – Curriculum will contact parents/carers on the day of the exam if no prior communication is made.</p> <p>Absence from Examinations Known in Advance</p>

PROCEDURE: Student Attendance (Secondary & P-12)



Activity	Requirement
	<p>Students in Years 11 and 12 are not eligible for AARA if circumstances are within their or their family's control.</p> <p>Students in Years 7 to 10 should not ask to change exam schedules to accommodate family holiday arrangements. Where an absence from an examination is foreseeable, parents are to contact the Principal in writing (email is preferred) so that a fair and reasonable arrangement may be made concerning the student sitting the examination. Students must obtain and complete an AARA application.</p> <p>Students in Years 7 to 10 who need to complete their exam following the set date will be required to:</p> <ul style="list-style-type: none"> • Complete their exam on the first available time upon returning to the College • Complete the exam during class time, or • Complete the exam through other arrangements, such as a separate, supervised room. This decision would involve discussion between the Subject Teacher/s and the relevant Curriculum Leader/s, and the Assistant Principal – Curriculum where needed. <p>Students in Years 11 and 12 who are eligible for AARA will be required to</p> <ul style="list-style-type: none"> • Complete the assessment at the approved time and date • Complete a comparable piece of assessment if necessary to ensure integrity of the piece is maintained <p>Students in Years 11 and 12 who are not eligible for AARA will be required to</p> <ul style="list-style-type: none"> • Complete the assessment piece prior leaving • Complete a comparable piece of assessment if necessary to ensure integrity of the piece is maintained
<p>Discrepancies or part day absence</p>	<p>When a student has a discrepancy in their attendance or has a part day absence, Clairvaux MacKillop College will take the following actions:</p> <ul style="list-style-type: none"> • The student will be informed of the discrepancy or part day absence and will report to Student Reception or the relevant Pastoral Leader to explain the discrepancy or absence; • Where it is necessary for further clarification, the parent or carer will be contacted by the Student Reception School Officer

PROCEDURE: Student Attendance (Secondary & P-12)



Activity	Requirement
	<p>(by email or telephone call) to determine if there is a reasonable excuse for the discrepancy or part day absence (<i>Director General's Guidelines ss176 and 239 of the Education (General Provisions) Act 2006</i>;</p> <ul style="list-style-type: none"> Records of contact with parents and carers regarding absences will be recorded on eMinerva.

4. PERFORMANCE

The school must perform high-level check of this procedure annually and a detailed review at least once every two (2) years.

5. REFERENCES AND DEFINITIONS

5.1 References

- Attendance – Accessing Another Teacher's Roll
- Attendance – Description of Attendance Categories
- Attendance – How to Manage Unexplained Absences
- Attendance – How to Mark Attendance (Teaching and Administration Staff)
- Attendance – How to Mark Bulk Attendance Late Arrival or Early Departure
- Security – Relief Staff
- Student Attendance policy.

5.2 Definition

Unexplained Absence	An unexplained absence occurs when the student is not present at school and the parent/legal guardian does not contact the school.
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