



# Student Attendance Policy

## Context

St Patrick's College is a Catholic day and boarding school for boys in the Edmund Rice tradition, established in 1893. St Patrick's College is committed to providing a caring, supportive, and safe environment where every student has a place, a voice and their story is known. Edmund Rice Education Australia is committed



### Daily Attendance Register

St Patrick's College keeps a register of the daily attendance of all students at the College on an electronic form. The register of daily attendance records the following information for each student:

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

Attendance is checked at least twice a day, at:

- x at Pastoral Care;
- x in each session of the day.

### Monitoring Daily Attendance

St Patrick's College has implemented the following systems and procedures in order to monitor daily attendance of students and identify absences from College or class:

- x 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 email, through the Parent Access Module (PAM) or by telephoning the College and should be made prior to the start of school
- x Class teachers take the class roll promptly at the commencement of the school day and in each Session
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### Status of Policy

This policy has been downloaded from CompliSpace, is endorsed **REVIEW** and is reviewed annually.

Policyowner	St Patricks College- Ballarat
Approvingauthority	Principal
Approvaldate	June 2022
Risk rating	HIGH
Dateof next review	June 2024
Publication details	School website

