



"To Live, To Love, To Grow In Christ"

HOLY SPIRIT CATHOLIC PRIMARY SCHOOL

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HOLY SPIRIT STUDENT ATTENDANCE POLICY

Rationale

At Holy Spirit Catholic Primary School, we believe that regular attendance at school and engagement in learning is fundamental in achieving improved educational outcomes and increasing student wellbeing and life options.

Purpose

Holy Spirit Catholic Primary School is required to maintain accurate attendance records for each student enrolled at the school. Attendance records, and the collation of data, assist the school staff to monitor individual student engagement and to plan whole-of-school attendance strategies.

In the Northern Territory, a child who turns six years on or before the 30 June of the school year is of compulsory school age and must attend school or an approved alternative education program on a full-time basis from the beginning of that school year.

Early childhood programmes play a vital role in building children's capabilities and developing strong patterns of engagement and attendance. In line with this, once a pre-compulsory school age child enrolls in the school, the child is encouraged to attend every day of instruction and transition into a school environment, to compulsory school age.

Northern Territory Government Guidelines:

A parent of a child of compulsory school age has a legal obligation to ensure their child is enrolled and attends school each school day, or each part of a school day where instruction is provided, unless the parent has a reasonable excuse. SATOs (Senior Attendance and Truancy Officers) are to work with schools and their communities to ensure parents comply with their obligations, and are to enforce measures in cases of ongoing absenteeism.

Please see Guidelines: Attendance and Compliance Northern Territory Government:

https://education.nt.gov.au/data/assets/pdf_file/0005/1233383/enrolment-attendance-enforcement-procedures.pdf

Parents must ensure their child is attending school or participating in an eligible option unless the child is exempt or sanctioned from attendance under the [Northern Territory Education Act](#) (the Act).

Roles and Responsibilities

Parents will:

- Work with teachers to ensure regular school attendance.
- Advise teachers or administration staff of any absences on or before the days they occur.

The Principal will:

- Actively work with students and families to promote and support individual attendance.
- Ensure staff understand the policy and guidelines, school processes and their individual roles and responsibilities in line with these documents.

- Provide information to students and parents regarding attendance/participation requirements and the consequences of non-attendance or non-participation, in accordance with these guidelines.
- Ensure accurate and daily attendance records are maintained for all students enrolled in the school.
- Ensure school staff monitor student attendance, assist in case management, and refer for intervention if required.
- Prioritise participation at compulsory conferences with families to assist in the development of a student attendance plan.
- Implement and monitor student attendance plans.
- Contact Senior Attendance and Truancy Officers (SATO's) if unable to achieve any of the above.

Teachers will:

- Build positive relationships with students and their families, helping to promote regular school attendance.
- In accordance with school processes, record and monitor individual student attendance and alert school office staff and Principal to concerns in relation to non-attendance.
- Ensure student rolls are marked each day by 8:30am for the morning session and then again by 1:45pm for the afternoon session and attendance records are accurate.
- Ensure students collect late passes from front office when students arrive after 8:10am.
- Ensure students are signed out at the front office by parents when departing early.

Marking Attendance

Holy Spirit Catholic Primary School utilises CES electronic roll for marking attendance.

Teachers are required to mark the roll first thing in the morning and straight after lunch. Teachers will indicate if a child is present or not.

Administration staff will use the following codes for absence:

- 'N'= Sanctioned - an absence that families have informed school of student absence
- 'U'= Unexplained - an absence the school has not been informed.
- 'E'= Excursion - if students are attending School Sporting Gala Days or School Camp.

Advance notification of bulk absence i.e. holidays will be entered by administration staff.

Teachers will be issued with a class list when a new student is enrolled– this list is to be kept up to date as it will be needed for fire drill/lock down. A list of absence will be available from administration staff for fire drill/lock downs.

Relief teachers will use a hard copy of the classroom roll to mark attendance. Administration staff will then enter the information onto CES.

Late Attendance and Early Departure

Any students arriving late after 8:10am or leaving early must enter/exit the school through the front office. Students arriving late to school will receive a late pass from administration staff who will change the 'unexplained' absence to 'late' on CES (Student Management System). Students cannot be accepted into class without showing the teacher the late pass.

Students leaving early, go to the office to be signed out by parents/caregivers.

Non-Attendance

Notifications for absences must come directly from the parent or authorised person. Advice from a third party will not be considered as a notification unless this is approved by the Principal. Third parties include, but are not limited to, school bus driver, relatives, other students, siblings.

When notification has not been made for an absence, the following will apply:

- Teaching staff will contact a parent if ongoing unexplained absences are occurring.
- Although parents may not provide schools with reasons for student absences in a timely manner, school staff are required to consider and record reasons for absences when they are provided.
- Where there is ongoing non-attendance which cannot be rectified by the School, the Principal will refer the case for intervention with the Senior Attendance and Truancy Officer at the Department of Education.

Ratification

2022

Evaluation

2025