
Macleans College - POLICIES & DIRECTIVES

SECTION NO: **1000**

POLICY NO: **1010**

ISSUE DATE: 09/04/10

TITLE: **STUDENT ROUTINES**

ISSUE NO: 3

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Student Attendance

RATIONALE:

To ensure accurate and detailed attendance records are kept.

PURPOSES:

- 1 To achieve high student attendance with truancy minimised.
- 2 To monitor student attendance on a daily basis.
- 3 To maintain accurate and correctly presented attendance records.

PROCEDURES:

- 1 At the start of each day form teachers to complete:

- Register of attendance
- Computer attendance records

An audit of registers of attendance is undertaken.

- 2 At the start of each day form teachers check and approve leave for doctor/dentist/driver's licence appointments/funerals. All other requests for leave are referred to the appropriate house leader.
- 3 Form teachers collect, check and retain absence letters.
- 4 If a student is absent more than two days the form teacher contacts the parents. Any suspicious absence should be referred to the appropriate house leader.
- 5 A roll check is taken in all classes each period. Absentees are recorded via the computer.
- 6 Students entering or leaving the school during the day complete the exeat book. They obtain a late pass from the top office before returning to class.

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- 7 Attendance signposting is undertaken regularly. Students causing problems with attendance are identified and their parents are sent a letter with follow up through house leaders.

OTHER RELEVANT DOCUMENTATION:

- House Leaders Manual
- Staff Manual