



Student Attendance Policy

Introduction and Purpose

Regular attendance at school for every student is essential if students are to achieve their potential and increase their career and life options.

Section 22 of the Education Act (1990) states that it is the duty of the parent of a child of compulsory school-age to cause the child:

- (a) to be enrolled at, and to attend, a government school or a registered non-government school, or
- (b) to be registered for home schooling with the NSW Education Standards Authority (NESA) and to receive instruction in accordance with the conditions to which the registration is subject.

All students who are enrolled at St Edward's College, regardless of their age, are expected to attend school whenever instruction is provided. The following procedure will be put in place for students who do not attend the College:

- When a student is absent from Home Room for more than **3 consecutive days**, the Home Room teacher will contact the parent/carer via email.
- Any student who is recorded as having **5 unexplained/unjustified absences**, the Pastoral Leader will arrange to meet with the student to discuss the student's absences and the parent/carer will be notified via email.
- Any student who is recorded as having **10 unexplained/unjustified absences**, the Pastoral Leader will issue a notification letter to the parent/carer via email. The Pastoral Leader will notify the Director of Pastoral Care and College Counsellor of student's absences.
- Any student who is recorded as having **15 unexplained/unjustified absences**, the Director of Pastoral Care will issue a notification letter to the parent/carer via email asking to arrange a meeting. The Pastoral Leader will also attend this meeting. The student will be required to meet with the College Counsellor and an Attendance Plan implemented.
- Any student who is recorded as having **20 unexplained/unjustified absences**, the Deputy Principal will issue a notification letter to the parent/carer via email asking to arrange a meeting, The Director of Pastoral Care will also attend this meeting. The Principal will be informed, and the student will be required to meet with the College Counsellor.
- Any student who is recorded as having **25 unexplained/unjustified absences**, the Principal will arrange a meeting with the parent/carer. The student will be required to meet with the College Counsellor.
- Any student who is recorded as having **30 unexplained/unjustified absences** in a period of 100 days, the Pastoral Leader will make a mandatory e-report at <https://reporter.childstory.nsw.gov.au/s/> or by calling 132 111. The Principal will be informed of the report.