



Pinnacle Academic College
Strive. Empower. Perform.

PINNACLE ACADEMIC COLLEGE – ATTENDANCE POLICY

Attendance Policy

Pinnacle Academic College recognises that every day of attendance in school contributes towards a student's learning and that maximizing school attendance enhances academic outcomes.

Purpose

The purpose of this document is to document obligations and procedures that must be followed to meet those obligations.

Obligations

Pinnacle Academic College has a responsibility to record student attendance and respond to instances of irregular attendance. 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 an excursion or at an incursion.

Legal guardians of children have a legal obligation to, as set out in the Education (general Provisions) Act 2006 to ensure a child is enrolled at and attends school.

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 on care to students. Attendance records are required as part of the schools 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 and government reporting.

CHASE UP WORK

ATTENDANCE PROCEDURES

Attendance Marking – On Campus

Rolls get marked at 9:30am

All absences get notified to office staff who then email parents for justification of their absence.

Rolls will be checked by the office staff. A message will be sent to the teacher if the rolls are not marked. If rolls are frequently not marked this information will be sent on to the school principal.

Attendance Marking – Distance Education

Rolls get marked at 9:30am

All absences get notified to office staff who then email parents for justification of their absence.

Rolls will be checked by the office staff. A message will be sent to the teacher if the rolls are not marked. If rolls are frequently not marked this information will be sent on to the school principal.

Present Categories

Students who are:

- In Class will be marked 'Present'
- Absent from class will be marked 'Unexplained - Absent'
- Participating in activities (excursion, Incursions ect.) will be marked as 'Explained – School Business'
- Receiving treatment in the First Aid Room will be marked as a sick bay entry by office staff.

Excursions/Incursions

Each activity is entered into Sentral. The activity gets published to the Sentral Parent portal and the Parents either 'Give permission for the student to attend' or 'Deny Permission for student to attend'

The roll of all attending students is then printed off the day before and given to the attending teacher.

Attendance will be marked by the attending teacher at that start of the event. Office staff will be notified of attending students and any absences to follow up with parents. Attendance will be marked in Sentral by office staff as 'Explained – School Business'.

Absent Categories

Students who are absent from class and no communication from the Parent/Carer has been given will be marked 'Unexplained – Absent'.

Students who are absent and communication has been received from the Parent/Carer via Sentral Parent Portal, Email or Phone Message will be marked as 'Explained – Justified' with the reason for absence in the description.

Unexplained Absence

An unexplained absence occurs when the student is not present at the school and no communication from the Parent/Carer has been made.

Communication for Unexplained Absences

An email will be sent out to the Parent/Carer of each absent student asking for an explanation for the absence. The Parent/Carer are required to contact the sch