



ATTENDANCE POLICY 2025

Attendance Policy

Pinnacle Academic College recognises that every day of school attendance contributes to a student's learning, and 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

All children should attend each school day. It is a parent's responsibility to ensure that their child attends school on every school day for the education program they are enrolled in.

Pinnacle Academic College has a responsibility to record student attendance and respond to instances of irregular attendance. Our school must investigate the patterns and underlying causes of non-attendance to implement appropriate strategies addressing the specific type of absenteeism.

Our school, and by their employment, our teachers, are legally required to monitor and record attendance of students in their care daily, whether absent or present in class, on an excursion or at an incursion.

Legal guardians of children have a legal obligation 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 of care to students. Attendance records are required as part of the school's 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.

ATTENDANCE PROCEDURE

Attendance Marking – On Campus

Rolls get marked at 9:30 am

All absences get notified to the office staff, who then email parents to justify their student's absence.

The office staff will check rolls. 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 submitted at the end of each day.

Parents are to enter any absences to the Sentral Parent Portal.

The office staff will check rolls. 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.'
- Participating in activities (excursion and incursions) will be marked as 'Incursion or Excursion'
- Receiving treatment in the First Aid Room will be marked as a sickbay 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 'GivePermission' for the student to attend or 'Deny Permission' for a student to attend. This is a formal legal permission which must be completed for each student by the Parent/Guardian.

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 the event's start. Office staff will be notified of attending students and any absences to follow up with parents. This information will be registered on Sentral and displayed as incursion or excursion in order to generate attendance logs.

Absent Categories

Students who are:

- Absent with no communication from the Parent/Carer will be marked 'Unexplained – Absent'.
- Absent and communication has been received from the Parent/Carer via Sentral Parent Portal, Email or PhoneMessage will be marked as 'Explained – Justified' with the reason for absence in the description.
- Absent due to Government Directions e.g. Severe Weather. Teachers will mark students' attendance as 'Explained – School Business' in Sentral.

Unexplained Absence – On Campus

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

Unexplained Absence - Distance Education

An unexplained absence occurs when the student is not submitting schoolwork, not attending the scheduled Zoom meetings and no communication from the Parent/Carer has been made or if a parent has entered the absence but not given a valid reason i.e.: student is absent today.

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 school or enter on the Sentral Parent Portal to advise of the absence and reason for the absence.

Late Arrivals

Any student that arrives after 9:00 am is considered a late arrival.

All students arriving late are to go to the office to be signed in and taken to class by a staff member. The late arrival information is to be entered into Sentral by office staff.

If Teachers observe a student consistently arriving late, they will notify the office staff, who will then contact the Parent/Carer.

Early Leavers

Parents/Carers that wish to collect their students before 2:30 need to notify the admin office before arrival. Students will be signed out for the day through Sentral.