



St Mark's Attendance Policy & Procedure

St Mark's Coptic Orthodox College

Guidelines Name: St Mark's Attendance Policy & Procedure - SEQTA	Date of Origin: 2018	By Whom: Remon Metira
Master Copy Location:	College Google Drive	
Last Updated: February 2025	By Whom: Deborah Grohala	Authorised by: Head of College

Rationale

The safety and whereabouts of students is paramount to St Mark's Coptic Orthodox College, of equal importance is the teaching of responsibility to our students. In line with the Education Act 1990, the College believes that regular school attendance is crucial for students to reach their full potential. Attendance at all school activities is compulsory and students should not be absent without an acceptable reason. The College also believes that responsibility for student attendance is a shared responsibility between the College, the parents, and the students themselves.

Each student is to attend from 8.25 am until

- 3.10 pm (Years 3-12)
- 3 pm (Years K- 2)

Scope

This policy covers procedural aspects for students, parents, teachers and administrative staff.

Principles

- a) Schools must record daily attendance for all enrolled students in accordance with the Education Act (1990).
- b) Accurate record keeping of attendance is vital in satisfying duty of care requirements and in generating useful attendance data.
- c) Daily attendance records are maintained in SEQTA and the Student Services Officer - Attendance resolves authorised absentee notifications.

Procedure

LATENESS:

- Students who arrive at the College after 8:30am are considered late. Lateness is recorded as a partial attendance
- Parents of K-6 students are required to **sign their child in at the Main Reception Desk** and **state the reason** for their late arrival
- Students in 7-12 who arrive at the College after 8:30am must sign in "late" using the iPad at the Main Reception Desk. All late arrivals will be recorded as a demerit on SEQTA unless a student provides a valid reason supported by a parent / guardian verification.
- **Year Coordinators (YC)** are to monitor lateness, particularly if it is reoccurring and follow up with a call to parents/guardians.
- **Student Services Officer - Attendance** is to inform the student's YC if the student went straight to Period 1 without signing in late at Reception as a welfare issue.

ABSENCE:

- If a student is to be absent the College expects a parent/carer to inform the College before 10.00 am via email: attendance@stmarks.nsw.edu.au
- The Student Services Officer - Attendance will generate a list of students who are listed as absent and advise parent/carer via an SMS:
“Our records show that (student) is absent today (Date), please email attendance@stmarks.nsw.edu.au regarding the absence or call 02 9825 6768 with any concerns.”
- A student who is absent from the College on any day is required to present to the Student Services Officer – Attendance, located at the Main Reception Desk, on the day of their return, a note from a parent/carer explaining their absence if previous correspondence was not provided.
- A formal letter will be sent to parent/carer regarding frequent/unexplained absences.
- It is the role of the **YC/Classroom teacher** to monitor and follow up absences.
- If the student is going to be absent for an extended period, the College must be notified; parent/carer should be seeking an approval from the Head of College in advance by completing an **Application for Exemption from Attendance at School** form located on the College website.

ABSENCE FROM CLASS:

- **Classroom Teachers** are required to take the roll within the first 10 minutes of each period for Years 7-12 and at 9:00AM and 12:30PM for Years K- 6.
- Any withdrawal from class needs to be kept to a minimum and the office should be notified straight away via phone call or email. This will then be recorded on SEQTA as “Withdrawal”.
- **Student Services Officer - Attendance** will run a Discrepancy Report 20 minutes into each period to follow up any discrepancies or rolls that have not been marked.
- **Student Services Officer - Attendance** is to follow up **immediately** any students who are missing with the classroom teacher as this is a duty of care issue. If the **Student Services Officer - Attendance** has not located the student in the classroom, they must bring it to the attention of the welfare team straight away in the following order:
 - Year Coordinator / Stage Leader
 - Dean of Students / Head of Primary
 - Deputy Head of College
 - Head of College





PARTIAL AND EARLY LEAVE:

- For students who need to leave the College before the end of the regular school day, a note or email from the parent must be sent to attendance@stmarks.nsw.edu.au, and either the K-6 classroom teacher or 7-12 Year Coordinator **at least one day in advance**. Correspondence should indicate the student's full name, class, date, departure time and reason for the absence.
- The *Student Services Officer - Attendance* will advise the YC/Classroom teacher of the early leave notice and update SEQTA according to the time of departure.
- If a student returns to the College before the end of the day, the student's re-entry is noted on SEQTA by the *Student Services Officer - Attendance*
- Limiting distractions to the teaching and learning environment is a priority and therefore any student needing to leave early must make their own way to Student Services at the Main Reception Desk to be collected **prior to 2:30pm**. Students will not be called to Reception via the P.A. at any time.

YEAR 12/11 STUDENTS:

- If a student is unable to attend school the day before or the day of an assessment task as a result of illness or misadventure, they must provide an illness/misadventure form completed by a doctor and attach a medical certificate that covers the date of the task and attach it to the illness misadventure form. These forms are to be emailed to the relevant Head of Faculty as early as soon as possible. Please refer to the **College Assessment Handbook** for further information.
- A student in Year 12 is allowed to sign in late if they are not timetabled on for Period 1. They must arrive and sign in at the Front Office 10 minutes before the start of the lesson. A student in Year 12 is allowed to leave early if the student does not require to attend any periods for the remaining of the day.
- A student in Year 11 may leave at the conclusion of Period 3 on a Tuesday if not participating in Sport and they have parental permission to do so.

SEQTA ICONS USED:

 Absent - The student is marked as absent. No knowledge about the absence has been given	 Present - The student is marked as present and the teacher has visibly recognised the student in attendance
 Late to Class - The student is marked as Late to class when the student walks in after marking the roll	 Approved Absence – The student has been granted early leave or exemption from attending