



WAVERLEY
COLLEGE

Student Attendance Policy

Table of Contents

Attendance Requirements for Years 5-12	2
Absence - Illness, Late Arrivals, Early Departures, Extended Periods of Absence	2
Student Absence Codes	3
Non Government Schools Attendance Register Codes	4
Daily Attendance - Roll Taking	5
Disciplinary Action - Consequences for Unexplained Absences	5
Excursions/Incursions	5
Illness at School	6
Co-Curricular Absences	6
Compulsory event attendance	6

Attendance Requirements for Years 5-12

Student attendance is an important element of students' wellbeing at Waverley College. The College is legally required to keep a record of student absences and reasons for that absence. The College asks that all parents/carers be well informed of the procedures surrounding student attendance. Once the College term commences, it is expected that a student will attend the College promptly each day and attend each scheduled class on time. Failure to adhere to the College Attendance Policy may result in disciplinary action.

Absence – Illness, Late Arrivals, Early Departures, Extended Periods of Absence

If a student is unable to attend the College due to illness or will be late for medical or personal reasons, the College must be notified by 9am. This can be actioned through the Waverley College App only within the Absences tile that connects you to Orah.

Where a student's illness affects examinations, sport commitments or compulsory College events, a medical certificate must be presented. Likewise, any absence on the last day of College term requires a medical certificate.

Students in Years 5-12 are expected to be at College by 8:40am. Classes start promptly at 8:45am. Any student who arrives after 8:45am is considered Late to College. Late arrivals in Years 7-12 must report to the Wellbeing Centre. Late Arrivals in Years 5-6 must report to the Junior School Reception.

All students must sign in using the self-service sign in kiosk in the Senior School Wellbeing Centre or Junior School Front Office, which generates a note on the class roll. This action will also update their attendance record. If a student fails to sign in late, they will be recorded as an Unexplained Absence. This will impact their attendance record and may result in disciplinary action.

Students in Years 7-12 may sign in Late to College with a valid reason only if the Head of House has been contacted by the parent/carer prior the late arrival. If a student does not have a written note or the College has not been contacted in advance, the student will be asked to sign in Late No Excuse. This unjustified late arrival can be rectified if the parent/carer updates Orah. Where a student has acquired three late arrivals with no valid explanation, the student will receive a consequence from their respective Head of House.

A generic email on behalf of the Deputy Principal Students will be sent throughout the morning to the Parents/Carers of students Late to College No Excuse and Students Late to College Transport Issues. The purpose of this email is to inform the Parent/Carers that the student was late to College and provide an opportunity for the Parents/Carers to respond and update Orah with a valid reason or explanation.

Students are permitted to depart the College early for scheduled medical appointments or for other acceptable reasons with approved consent from a parent/carer. Students who are permitted to depart the College earlier than 3:15pm must report to the Wellbeing Centre to sign out using the self-service kiosk. Junior School students departing the College before 3pm, must report to Junior School Reception and wait to be collected by a parent or guardian. A Student who is found to be leaving College grounds without a valid reason and or permission will face disciplinary action, as this will be considered as truancy.

Parents are requested, as far as practicable, not to make dental or medical appointments during school time as missing lessons can affect a student's academic performance and routine.

Parents requesting permission for extended holiday periods or absence due to extracurricular activities, must apply for leave through the attendance module on the Waverley College App. Permission is not automatically granted. For a leave of absence that is four days or less, the Head of House (Senior School) or Classroom Teacher (Junior School) will approve. For leave greater than four days, approval will be granted by the Deputy Principal – Students or the Head of Student Wellbeing (Senior School) or the Director of Junior School (Junior School). Once the leave has been approved via Orah, a student's attendance will be updated to reflect the absence. If a period of leave includes a weekend with scheduled Co-Curricular Activities, families are required to also submit a Junior or Senior School Co-Curricular Absence for approval

by the Co-Curricular team.

Student Absence Codes

Waverley College uses a student management system called Orah. The system contains a number of codes and descriptions applicable to defining why a student may be absent from school or class.

The following list of absentee codes are embedded into the Orah system and are used to monitor student attendance:

Code	Description
BCO	Courier Duty
BXA	Exam
BEX	Excursion/Camps
LFR	Family Reason
FTT	Flexible Timetable
SA2	Health Centre
LHO	Holiday
BIN	Incursion
SAP	Medical Appt
BMS	Meeting with Staff Member
BMU	Music Lesson
NEX	No Excuse
FOL	Online Learning
SA3	OnSite Meeting
OTH	Other (enter comment below)
BSP	Representative School Sport
LSP	Representative Sport External
LSA	School Approved Leave
ARF	School Refusal
SCK	Sick
BSJ	Social Justice
ESU	Suspended
BTA	TAFE
LTI	Tech Issue - Online Learning
ATR	Transport Issues

Non Government Schools Attendance Register Codes

The following Attendance Register Codes are to be used to record the explanation of student absence and are counted for statistical purposes.

A - The student's absence is unexplained or unjustified. This symbol must be used if no explanation has been provided by parents within seven days of the occurrence of an absence or the explanation is not accepted by the principal. It is at the principal's discretion to accept or not accept the explanation provided.

S - The student's absence is due to sickness or as the result of a medical or paramedical appointment.
In these cases:

- a medical certificate is provided or
- the absence was due to sickness and the principal accepts this explanation.

Principals may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory attendance.

L - An explanation of the absence is provided which has been accepted by the principal.

This may be due to:

- misadventure or unforeseen event
- participation in special events not related to the College
- domestic necessity such as serious illness of an immediate family member.
- attendance at funerals
- travel in Australia and overseas
- recognised religious festivals or ceremonial occasions.

E - The student was suspended from College

The following attendance register codes must be used to record a variation in attendance. They are not counted as an absence for statistical purposes.

M - The student was exempted from attending College and a Certificate of Exemption has been issued by a delegated officer.

F - The student is participating in a flexible timetable and not present because they are not required to be at College. This could include participation in:

- HSC Pathways Program
- Best Start Assessments
- Trial or HSC examinations
- VET courses

B - The student is absent from the College on official College business. This symbol is recorded where the principal approves the student leaving the College site to undertake, for example:

- work experience
- College sport (regional and state carnivals)
- College excursions
- Student exchange

H - The student is enrolled in a College and is required or approved to be attending an alternative educational setting on a sessional or full-time basis. The symbol is recorded where a student accesses education settings separate to their mainstream College such as:

- tutorial centre and programs
- behaviour Colleges
- juvenile justice
- hospital Colleges
- distance education

Daily Attendance – Roll Taking

Compulsory student daily attendance is taken during Period 1. If a student is recorded as absent from Period 1 without explanation, they will be recorded as Absent Unexplained. An SMS text notification will be sent to the parents/carers mobile phone throughout the morning confirming the student's absence and requesting a response to confirm the student's location.

The SMS sent by the College states:

“[NAME] was marked as an unexplained absence on [TODAY]. Please follow the Orah link with a reason for their absence.”

It is important that responses are received promptly in order to identify any unexplained absenteeism or potential risks to a student's welfare. It is imperative that parent/carer contact details remain updated for this reason.

Once a response has been received, the student's record will be updated to reflect the correct reason for absence. If a parent/carer believes their son to be present at College, the Head of House will endeavor to locate the student and confirm his whereabouts during Period 1 and their attendance will be updated accordingly.

If however, a student marked *Absent Unexplained* is present in periods 2 to 6, the class teacher must send the student directly to the Wellbeing Centre to see the Attendance Administrator and have their record amended.

Disciplinary Action – Consequences for Unexplained Absences

It is the responsibility of the College to follow up on Unexplained Absences with students/parents/carers to ensure the safety and wellbeing of the student.

Disciplinary action will be taken if required.

Excursions/Incursions

Teaching Staff are required to inform the EA to the Deputy Principal - Teaching and Learning of any upcoming Excursions, Incursions or inter College activities that will require students to miss scheduled classes. The EA to the Deputy Principal - Teaching and Learning will enter these College approved absences in Orah. Notice should be provided as early as possible.

Illness at School

Students who fall ill at school should report to the Health Centre where their illness will be assessed by the College Nurse. Junior College Students will be directed by the Junior School Office Administrator.

Where appropriate, parents/carers or an emergency contact person will be notified to arrange transport home. To this end, it is vital that parents/carers ensure emergency contact details are kept up to date.

Students are NOT PERMITTED to call their parents/guardians themselves OR to leave the College without permission. Failure to adhere to these requirements may result in disciplinary action.

Once a student has been sent home, the College will record the students as having left the College grounds.

Co-Curricular Absences

If a student is unable to attend Co-Curricular Training or Saturday Sport due to illness, parents/carers will need to attach a medical certificate when they log their absence within the Absences tile that connects you to Orah. If a student is unable to attend Co-Curricular Training or Saturday Sport for any other reason, permission needs to be given via Orah.

Compulsory event attendance

Students are required to attend several compulsory events that are published in the College Diary each year. A medical certificate is required for any absence from a compulsory event.

The May Procession is an annual Act of Devotion to Our Lady, Virgin Mary, as the Patroness of Waverley College. It was first held in 1911 and is staged on a Friday of May each year. Student attendance is compulsory.

Various year groups are scheduled to attend sporting and cultural events throughout the year. These include, the CAS (Combined Associated Schools of NSW) Swimming Carnival (Homebush) and the CAS Track and Field Carnival (Homebush). Transport is provided to and from events staged at Homebush and the students are provided with meals.

If a student is unable to attend for various reasons, the absence must be approved by the student's Head of House or Director of Co-Curricular. Parents/Carers should apply for an exemption in writing where they are aware of an absence in advance.