Parent's Guide to Attendance

Students are expected to attend all classes.

Teachers record attendance every lesson, which is monitored by the teacher, Home Group teacher and Senior Staff and/or attendance team.

Why it is important to attend all classes:

- Every time students are absent from class they are missing important course work. This will affect their final results and, if in a pre-tertiary course, could prevent them from sitting the exam.
- Continued non-attendance (without satisfactory explanation) could result in course enrolment becoming lapsed and jeopardise enrolment into courses in other years.

Parent responsibilities:

It is expected that all absences will be explained by parents and that students will catch-up on class work missed due to absences. Please note:

- Explanations for absences **are required within 5 days.**
- This applies even if the student has turned 18.
- Medical certificates **may be required** for any illness beyond **five accumulated days**.

Exemptions for absences are granted for specific purposes as listed below:

- Illness of student
- Death in the family
- Participation in State sporting, academic or cultural events
- Defence Force camps
- Travel to Flinders or King Island prior to holidays
- Work placements organised by the College
- College excursions, activities

Students may also be granted exemptions for personal reasons depending on the circumstances, but this would need to be discussed with the Home Group teacher, an Assistant Principal or a member of the Student Support Team.

Exemptions will not be granted for reasons such as: missed the bus, slept in, appointments that could have been made in a 'study line', help at home, or family holidays. These absences are noted as 'Unauthorised' in the student records and are not 'exempted'.

Absence follow up:

Parents who have provided their mobile phone number and/or email address will be sent a message on the day of any absence to alert them that a class has been missed. If an explanation of the absence has been received by the College on the day of the absence a message will not be sent.

When a student is absent:

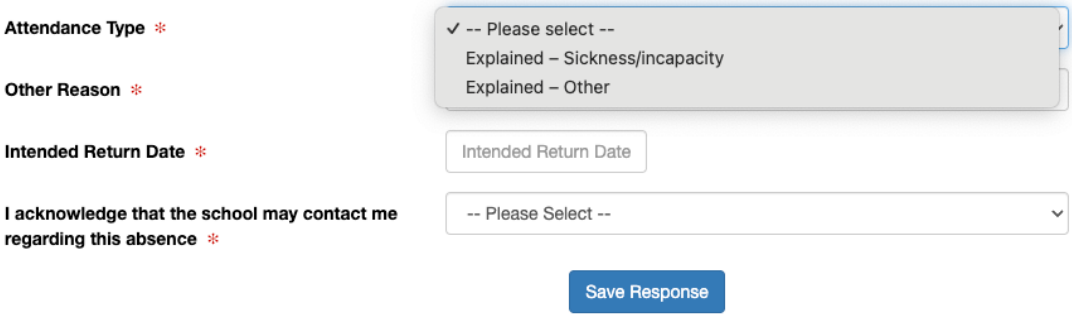
- Parents are asked to advise Administration by:
  - Automated Absence Recording System: 6332 7899
  - phone on 6332 7777
  - email to lcadmin@decyp.tas.gov.au
  - sending a signed note to Administration **within 5 days of the student absence.** in person at Administration.

Independent Students:

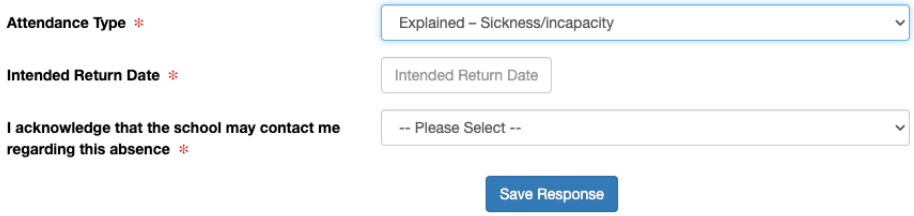
This policy also applies to independent students.

PTO.

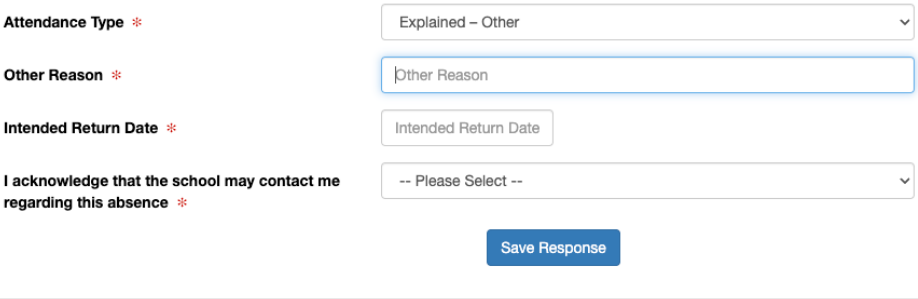
Responding to EdSmart Absence Notifications:
An EdSmart notification will be sent to parent/guardians if a student is recorded unexplained from their class. Parent/guardians are requested to notify the College if they are aware their child will be absent. By notifying, no message will be sent out via EdSmart.
Parents/ guardians have two options when providing an absentee response to an EdSmart Notification: Explained - Sickness/incapacity or Other, with a text field to add details.



When the parent/guardians selects ‘Explained - Sickness/incapacity’, they must also add the intended return date and acknowledge that the College may contact them regarding the absentee response.



When the parent/guardians selects ‘Other’, they are also required to add the reason, the intended return date, and an acknowledgement that the College may contact them regarding the absentee response.



To ensure that this service remains effective, please ensure the college is kept informed of any changes to your mobile phone number and/or email address.