



## **St Philip's Christian College Port Stephens Student Attendance Policy**

### **Source of Obligation**

The Registered and Accredited Individual Non-government Schools (NSW) Manual 2021 (3.8) requires the Principal of St Philip's Christian College Port Stephens to keep a register, in a form approved by the Minister, of the daily attendances of all children at St Philip's Christian College Port Stephens.

The Registered and Accredited Individual Non-government Schools (NSW) Manual 2021 (3.6.2) requires St Philip's Christian College Port Stephens to provide a safe and supportive environment by maintaining a student attendance register.

### **Daily Attendance Register**

St Philip's Christian College Port Stephens keeps a register of the daily attendance of all students at the College via TASSWeb, a record keeping tool accessed from the Colleges central information system TASS.

Attendance registers are in a form approved by the Minister for Education, and compliant with the School Attendance Register Codes.

The register of daily attendance, records the following information for each student:

- daily attendance.
- absences.
- reasons for absences.
- documentation to substantiate reasons for absences.

The attendance register also includes information about any students granted an exemption from attending school. Refer to our Student Attendance Exemption Policy.

### **Monitoring Daily Attendance**

St Philip's Christian College Port Stephens has implemented procedures in order to monitor the daily attendance of students and identify absences from St Philip's Christian College Port Stephens. Please see the associated Attendance and Absenteeism Procedures for this information.

### **Analysing Student Attendance Data**

St Philip's Christian College Port Stephens has processes in place for monitoring student attendance data.

### **Following Up Unexplained Student Absences**

St Philip's Christian College Port Stephens has implemented procedures to follow up on unexplained absences from the College, please see the associated procedures for more information.

### **Unsatisfactory Attendance Intervention Strategies**

St Philip's Christian College Port Stephens has implemented strategies to improve unsatisfactory attendance and student engagement in school and learning.

For example, where a student is unsatisfactorily absent, the College will contact the families directly to seek an explanation and to remind families of the obligation for their child to attend school. Where families repeatedly fail to inform the College of absences they will be contacted directly seeking an explanation and to remind them of their obligation to report absences.

### **Records of the Register of Daily Attendance**

The register is retained for a period of 7 years after the last entry is made, and copies of information in the register are stored off site at regular intervals.

### **Implementation**

The Principal and appointed delegates are responsible for the effective implementation of this policy.

### **Key References and Information Sources:**

- Registered and Accredited Individual Non-government Schools (NSW) Manual 2021 (3.6.2) and (3.8)
- NSW Education Act 1990 (NSW)
- Child Guardian Act 2019 (NSW)
- Attendance and Absenteeism Procedure (2022)
- AIS Independent School Attendance Register Codes

St Philip's Christian College Port Stephens  
*"For the Whole of Their Life"*

182 Salamander Way, Salamander Bay NSW 2317      spcc.nsw.edu.au      (02) 4919 5400

Composition and Review – Sarah Deacon Risk and Compliance Manager (SPCC Foundation)  
Ratified – 8 June 2022 by St Philip's Christian College Port Stephens Executive Leadership Team  
Review Cycle Annual

Policy Version 1.1