

**Trinity College is committed to the following key messages regarding attendance at school:**

- All children should be enrolled at school and attend every day
- Attendance at school is the responsibility of the student and their parents
- Procedures for Student Absence, Late Arrival and Early Departure are in place and must be adhered to
- Schools have an important role in monitoring, communicating and implementing strategies to improve and maintain high levels of student attendance

School attendance is critical to successful student outcomes, which have implications for further educational and future employment opportunities. Regular attendance is essential to ensure learning is continuous and provides essential building blocks for the future. Students develop strong, positive habits by attending school regularly; habits that are necessary to succeed after school, whether in the workplace or further study. Frequent absence creates gaps in student knowledge and learning and interrupts academic learning programs.

Poor attendance makes it difficult for students to develop and maintain positive relationships with their peers, teachers, and the broader school community: preventing the development of important social skills and a sense of connectedness and belonging.

The College Attendance Policy aims to provide all students with the opportunity to achieve their potential and to create clear, inclusive, and simple procedures that promote high expectations regarding student attendance.

**Parent Responsibilities:**

- Ensure that their son attends the College every day and is punctual each morning
- Follow the procedures and requirements regarding Planned and Unplanned Absences for their son
- Provide a reasonable and satisfactory explanation for all absences, i.e. any time a student is not attending or participating in their educational program
- Seek permission from the Principal in the case of planned absences **of five or more days** during the term or exam period
- Contact Student Services (note, email, College App, or telephone call) if their son is required to leave the College early
- Contact Student Services (note, email, College App, or telephone call) providing a reasonable explanation for any lateness to school.
- If a student is refusing to attend school, parents should immediately contact the relevant Head of Year (Senior School) or Classroom Teacher (Junior School) to arrange a meeting to seek support and discuss their son's attendance or participation in the educational program
- Advise the College directly of any changes to address, email, or phone details to ensure the College records are accurate and up to date
- Advise the College of changes to, or cessation of, their child's enrolment at Trinity College

**Student Responsibilities:**

- Attend school every day and each of their classes as per the

- educational program and schedule determined by the College
- Be on time for school in the morning and for each of their timetabled classes and have all the necessary materials and resources
- Remain at school all day, never leaving the College during school hours without permission from parents and without following the Sign-Out Procedures
- Follow the Sign-In Procedures for late arrival at school after the gazetted start time
- Follow the Sign-Out Procedures if leaving school prior to the gazetted finish time
- Communicate with teachers and regularly check SEQTA to ensure that missed work is completed
- Complete missed assessments according to the College Assessment Policy

## LATE ARRIVAL TO SCHOOL

Students are expected to be at school before the First Bell at **8.25 am**. Parents and students should consider morning traffic pressures to ensure their punctual arrival.

Students should be lined up outside their Pastoral Care Group (PCG) classroom by the Second Bell at **8.30 am**.

Students arriving **between 8.30 am and 8.40 am** are to proceed directly to their PCG classroom and have their attendance recorded as **Late**.

Students arriving **after 8.40 am** are to report directly to Student Services and are required to sign in.

If the late arrival to school is due to a planned event (e.g. medical appointment), parents should notify Student Services at [absentee@trinity.wa.edu.au](mailto:absentee@trinity.wa.edu.au), by signed note, College App or telephone call on 9219 1186.

Students who are continually late for PCG, without an acceptable reason, are to be referred to the appropriate Head of Year, with the following sanctions imposed:

- Late arrivals to school (without an acceptable reason) **x3** = Late arrival recorded on SEQTA and parental contact made by HOY.
- Late arrivals to school (without an acceptable reason) **x4** = After School Detention, recorded on SEQTA and parental contact made by HOY.

## EARLY DEPARTURE FROM SCHOOL

Students who are leaving the campus before 3.05 pm must **sign out at Student Services**.

Students signing out must have permission from their parent/guardian in the form of an email to Student Services [absentee@trinity.wa.edu.au](mailto:absentee@trinity.wa.edu.au), signed note, College App, or telephone call (9219 1186) or be signed out in person.

Students will not be permitted to sign out or leave the College unless permission is provided by the parent.

If parental permission is provided to the College for a student to leave unaccompanied by an adult, the student will be provided with a College **Early Departure Slip** to prove that they have permission to be off campus during school time.

Should they return to school, students must sign back in at Student Services.

### **ABSENCE FROM SCHOOL (UNPLANNED)**

It is the responsibility of parents to notify the College if their son is absent from school and to provide a valid reason for his absence. Parents can:

- Phone Student Services (9219 1186) **before 9.00 am** on the day of absence (please note this is a 24-hour service) or;
- Email [absentee@trinity.wa.edu.au](mailto:absentee@trinity.wa.edu.au) to notify the College that their son will not be attending school
- Submit an Absentee Form via the College App

If absent from school for any reason, it is the **responsibility of the student** to contact their subject teachers regarding any missed work or assessments.

If a student has been marked as absent from PCG and Period 1 and the College has not received communication explaining the student's absence by 9.00 am, parents will be notified of their son's unexplained absence by SMS. Parents will then be asked to contact Student Services to explain their son's absence.

### **ABSENCE FROM SCHOOL (PLANNED)**

In the case of planned absences from school (i.e. medical appointments, etc.), parents should contact Student Services (9219 1186) or [absentee@trinity.wa.edu.au](mailto:absentee@trinity.wa.edu.au) at their earliest opportunity advising the College of their son's absence.

For planned absences of **five days or more**, parents must seek approval from the Principal at [principal.pa@trinity.wa.edu.au](mailto:principal.pa@trinity.wa.edu.au)

### **TRUANCY**

A student who truants (absents themselves without authority) on a day or from a class/es, **will be required to attend detention to make up for the time lost**. For example, if a student truants for one school day, they will be required to make up six hours. This time can be used to complete community service activities or schoolwork that was missed as a result of the truancy.

Students who deliberately avoid assessments or truant on the day of an assessment task will be given a zero.

## **ATTENDANCE STANDARDS**

Daily school attendance is important for all young people to succeed in education and to ensure they do not fall behind both socially and developmentally. Young people who regularly attend school and complete Year 12 or an equivalent qualification have better employment outcomes, enhanced wellbeing, and social competency.

There is no safe number of days for missing school- each day a student misses puts them behind and can affect their educational outcomes.

### **Unsatisfactory Attendance & Educational Risk**

Students who fall below 90% attendance (1 full day absence per fortnight) are considered to have Unsatisfactory Attendance and are at Educational Risk. Attendance below 90% can further be divided into categories of:

- Indicated (80-89%)
- Moderate (60-79%)
- Severe (<60%)

If there is no valid reason for this attendance rate (e.g. chronic physical or mental health conditions), a case management process involving the parents will be undertaken to encourage the student to attend school more regularly.

The following is the process for addressing Unsatisfactory Attendance:

- Individual student attendance data is regularly gathered to identify those students with Unsatisfactory Attendance (<90%)
- Communication to parents via a Letter of Unsatisfactory Attendance, outlining the College expectations, and current attendance rate and offering support to the student and family
- Parents are required to explain the reasons for their son's Unsatisfactory Attendance
- Should a student's attendance continue to be an ongoing concern, parents will be asked to attend a meeting with the Head of Year, Head of Junior School and/or the Deputy Principal (Student Wellbeing) to identify issues concerning the students and plan strategies to improve attendance
- The context for each student will be considered in developing an agreed plan to address unsatisfactory attendance
- In accordance with the Student Tracking System, missing students must be reported to the Student Tracking Coordinator in the Department of Education.