



MacKillop
CATHOLIC COLLEGE

ATTENDANCE PROTOCOL FOR FAMILIES

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ATTENDANCE PROTOCOL FOR FAMILIES

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1. Purpose

The purpose of this Attendance Protocol is to establish clear, consistent, and legally compliant procedures for the recording, monitoring, and management of student attendance at MacKillop Catholic College. The protocol supports high levels of student engagement, wellbeing, and learning by outlining staff responsibilities and processes for managing absences, lateness, and early departures.

This protocol ensures the College meets its duty of care obligations, fulfils the requirements of the *Education Act 2016 (Tasmania)*, and maintains accurate attendance records as required by law. It promotes early identification of attendance concerns and coordinated intervention to support students and families, reinforcing the expectation that regular attendance is essential for academic success, social development, and overall wellbeing.

2. Scope

This Attendance Protocol applies to all staff at MacKillop Catholic College, including teaching staff, pastoral care teachers, House Leaders, leadership members, and College Office staff involved in attendance-related processes.

The protocol addresses all aspects of student attendance, including but not limited to:

- Recording and monitoring daily attendance and class rolls
- Managing planned and unplanned absences
- Procedures for prolonged absences and follow-up requirements
- Late arrivals and early departures
- Communication with parents/caregivers regarding attendance
- Documentation and reporting of attendance data through SEQTA
- Intervention processes for ongoing or significant attendance concerns, including formal correspondence and referrals

This protocol applies on all school days and during all College-related activities, including normal timetabled classes, excursions, appointments during school hours, and other approved activities. It establishes shared expectations and responsibilities to ensure student safety, accountability, and continued engagement in learning.

3. Rationale

Education in a young person's life is extremely important in terms of health and well-being, peer relationships, and future career options. MacKillop Catholic College has a duty of care

toward students attending the College at any given time. The College has a responsibility to follow up on unexplained absences of students enrolled at the College.

Our expectations are that our students attend school all day, every school day. Parents are responsible for their children to attend school regularly and are only absent if ill or if absolutely necessary.

The Section 16 of the *Education Act* 2016 in Tasmania requires that children of school age are required to be in full-time attendance at a government or registered non-government school unless they are receiving approved home tuition, correspondence education, or have been granted an exemption by the Education Department. The Act also provides that a parent/caregiver who fails to do so may be prosecuted. Students who cannot regularly attend via Section 42 of the Education Act 2016 allows the administrative authority of the school to refer families to the Education Registrar to request a Compulsory Conciliation Conference.

The College (Principal) has a responsibility to ensure that attendance records are maintained and monitored at school. They are legal documents that are often called upon by legal authorities. All absentee data will appear on students' formal reports at the end of the semester and the end of the year.

The following is a guide to demonstrate the importance of maintaining very high attendance at school:

Attendance Above 98%	This is excellent attendance and gives students the best chance to learn. Provides best opportunities to develop strong friendships.
Attendance is 95- 97%	This is good attendance and gives students a good chance to learn and continue studies. Provides opportunities to develop strong friendships.
Attendance is 90-94%	This level of attendance means that students have missed a number of days, making it difficult for them to achieve their best. It can be difficult to maintain steady friendships.
Attendance is 85-89%	This level of attendance means that students have missed a number of days making it difficult for them to keep up with their work. It can be difficult to maintain steady friendships.
Attendance is below 85%	This level of attendance means that students have missed a large number of days. They are very likely to struggle to keep up with their work and to achieve academically. It will be difficult to maintain friendships.

4. Absence from the College

4.1 Unplanned Absences

We ask our parents/caregivers to notify the College Office via **SEQTA Engage App** by 8:35am, if their child will be late to school or absent.

Parents/caregivers can also notify the College Office either via phone (03) 6245 0099, via the online absentee form on the College Website or via email absentees@mackillop.tas.edu.au.

Pastoral Care Teachers are required to enter attendance data by 8:50am. Students must be sighted directly by the pastoral care teacher.

All unexplained absences must be investigated by the College Office staff.

The College office staff will send parents/caregivers an SMS NO later than SMS at 9:30am. This SMS notifies parents/caregivers of the student's absence.

The College office staff are responsible for updating attendance from this point onwards with late notification arriving from parents.

Pastoral Care Teachers should monitor the absenteeism of their students. High levels of absenteeism must be adequately explained. Pastoral Care Teachers are required to follow up on high levels of unexplained or unapproved absences with parents/caregivers.

4.2 Planned Absence

We ask our parents/caregivers to notify the College Office of planned absences via SEQTA Engage App or by any of the options listed above.

Parents/caregivers who are aware of extended pending absences (inclusive of family holidays and sporting trips) should make a formal written request to the Principal (email: secretary@mackillop.tas.edu.au), well in advance of the anticipated extended absence.

4.3 Prolonged Absences

If a student is away three consecutive days for unexplained or medical, the Pastoral Care Teacher is required to make a phone call home. This call is to check on the wellbeing of the student and to offer assistance in any way including checking if they can access their classwork and if they need to apply for extensions.

After five days of consecutive absence either explained medical (no documentation or certificate), explained absence (no reason given) or unexplained, a request for a medical certificate or statutory declaration is sent to the family by the College office.

5. Late Attendance Procedures

5.1 Late to School

If a student arrives at the College Office before 8:50 am, they are to immediately go to their Pastoral Care Group and explain to their Pastoral Care Teacher why they are late. The Pastoral Care Teacher will mark the roll accordingly. They are not to go to their locker first.

5.2 Explained Late Arrivals

Student arrives at the College Office after 8:50am and notifies the College Office staff of being late to school. College Office staff check if there has been a parent notification of lateness e.g. email, phone, or note. The student is then marked late by the College Office Staff.

5.3 Unexplained Late Arrivals

Student arrives at the College Office after 8:50am and notifies the College Office staff of being late to school. No parent notification has been received. The student is then marked unexplained late and the College Office sends a follow-up email to the relevant Pastoral Care Teacher.

An SMS notification is sent to the parent/caregiver notifying them of their child's unexplained late arrival.

The Pastoral Care Teacher, at the earliest opportunity, speaks with the student and contacts the home via phone call or email, and requests a written explanation of the reason for the student being late to school.

5.4 Late to Class

An SMS notification is sent out daily from SEQTA to parents/caregivers during period 6. A report is generated from the 'Attendance Administration' section which displays those with the 'Late to Class' status.

The notification is then sent to those who have received two or more logs throughout the day.

6. Early Departures

Student arrives at the College Office and notifies the College Office staff of needing to depart the College early. College Office staff check if the student has a notification from either their House Leader, Pastoral Care Teacher or if there has been a parent notification of early departure e.g. email, phone, or note. The student is then marked for an early departure by the College Office Staff.

Students are permitted to leave on their own from the College for an appointment if the College has received written or verbal permission from a parent/caregiver. This does include uber and taxi.

If a student is unwell, their parents/caregivers will be contacted by the College Office staff and asked to come and collect them. They will be signed out on collection.