



**BDC**  
BISHOP DRUITT COLLEGE  
COFFS HARBOUR

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Foundations  
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Futures*

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## STUDENT ATTENDANCE POLICY

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The college has a clear responsibility to record and monitor student attendance. The following policy statement applies:

1. The college maintains a register of enrolments, with details including student's name, age, address and date of enrolment.
2. A child of compulsory school age must attend school. In NSW 'compulsory school age' includes all children between the ages of six years and seventeen years. All students must complete Year 10.
3. The college monitors the daily attendance and absence of students by maintaining a daily register for each class of students.
4. Student absences from classes or from the college are identified and recorded in a consistent manner by the staff member responsible as per the roll marking procedure and using the code approved by the NSW Minister for Education.
5. The administration database, including attendance registers, is hosted at Amazon Web Services.
6. Unexplained absences from classes of the college are followed up by an SMS message to the student's parent or guardian on that morning.
7. The class teacher follows up class absences that occur during the day.
8. The college notifies the parents and/or guardians verbally or in writing where a student has a poor record of college or class attendance in accordance with the student attendance procedures. Parents are notified of the attendance policy and procedures on the college website.
9. Staff are notified of the attendance policy and procedures in the staff handbook on the college intranet.
10. Each student absence is recorded in the individual student file on the college database using the 2015 attendance register codes.
11. A record of unexplained absences (RUA) is included on the student report.



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12. Where unsatisfactory class or college attendance is identified the attendance issue and any action taken are recorded, as appropriate, in the student notes on the student database.
13. The register of enrolment is maintained for at least 5 years before archiving and the register of attendances for a student is retained for at least 7 years after the last entry was made in respect of the student.

#### **Related Policies and Procedures**

[Student attendance procedures](#)

[Exemption from attendance/enrolment policy](#)

[Exemption from attendance procedure](#)

Alan Ball

**PRINCIPAL**

Approved August 2016