Attendance Policy and Procedure
– Grammar School

1. Scope

This Policy and Procedure applies to all students and the staff involved in student attendance monitoring and reporting of Holmes Grammar School.

2. Purpose

This Policy and Procedure is in place to ensure that Holmes Grammar School have the structured process to ensure the safety of its students while engaged in school activities, to monitor student attendance and to follow up unexplained absences.

3. Policy Principles

3.1 Students are to be regularly reminded of attendance rules.

3.2 Daily attendance rolls are to be maintained.

3.3 School Administrator makes daily phone calls for absentees beginning with all Under 18 students – contact is made with either Carer or Homestay family. Calls are made for both morning and afternoon absences.

3.4 All absences are electronically recorded and entered on a weekly basis on computerised student system (BECAS). These records are kept for a minimum of seven years.

4. Procedure Principles

Attendance Rolls

4.1 Attendance rolls are to be marked for every scheduled class on the rolls provided each week.

4.2 At the beginning of the week staff is issued their class rolls.

4.3 These rolls are marked for every period of the day.

4.4 Each staff member to complete absence slips for all Under 18 students by the end of Period 2 & Period 5.

4.5 Mark with a TICK if present or with a lower case 'a' if absent. All boxes need to be marked with one or the other; do not leave blanks. Attach explanations for absence, medical certificates, etc. to the roll.

4.6 Attach also details of attendance of new students. Do NOT write on roll.

4.7 Any authorized leave will be added to the roll by the Administration Officer.

4.8 Rolls are initialled by the teacher for each class and submitted at the end of each week to the Head of School/Administration Officer.

Monitoring and Reporting Attendance

4.9   Attendance rolls are entered into computerised student system (BECAS).

4.10 Attendance percentage calculated for all students weekly.

4.11 Attendance monitoring meeting held with Principal, Head of School & Student Administration on weekly basis.

4.12 If an overseas student's attendance falls below 85% of scheduled classes in the term, then the Principal/ Campus Administration will issue a written warning of possible future breach of the student's visa conditions.

4.13 If an overseas student's attendance falls below 80%of scheduled classed in the term, then the Principal/ Campus Administration will issue a notification of intention to report the student to DOHA for breach of visa conditions. The student will be reported unless a successful written appeal is lodged in accordance with Holmes Grammar School' Complaints and Appeals Policy and Procedure.

4.14 Student follow up via communication with students/parents/carer & agents by School Administrator.

4.15 Where a course is delivered by another provider, attendance monitoring is administered through third party software. For example - The Victorian School of Language - Compass. In the event of unauthorised absences, this provider will contact Holmes Grammar School Head of School.

Enrolment Register Updating Processes

4.16 The School will ensure that its enrolment register remains up to date and accurate throughout the academic year. The following process shall be always in place:

    a. Student Administration sessions are held at the beginning of each school term to ensure the currency of the student's information.

    b. Students are required to complete several forms including:

        i. Personal Information.

        ii. Date/Program.

        iii. Personal Details – Name/Birthdate/Country of Birth/Visa status.

        iv. Address/Phone Number.

        v. Email Address.

        vi. Guardian/Parent Details.

        vii. Overseas Address (where applicable).

        viii. Languages spoken.

        ix. Acceptance of Carer Responsibility (if under 18).

        x. Student Medical Form; and

        xi. VCAA Personal Details Form (beginning of academic year)

    c. This information is then entered and updated into eBecas – electronic student data base.

    d. All forms saved to the student's EFile.

Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Responsible Officer	School Principal/
Implementation Officers	Head of School/Teaching staff
Review Date	May 2028

Approved by
School Council

Associated Documents
Holmes Grammar School Staff Manual
Key Documents Development and Review Policy and Procedure
Student Code of Conduct
Assessment & Reporting Policy
Discipline Policy & Procedure
Enrolment Register Updating Procedure
Student Study Planner
Teaching & Learning Policy

Version	Brief Description of the Changes	Date Approved	Effective Date
1	New Policy	01/01/2005	01/01/2005
2	• Desktop Audit- Self Assessment Tool	08/04/2011	08/04/2011
3	• Desktop Audit- Self Assessment Tool	17/04/2015	17/04/2015
4	• Detail process of maintaining current contact details • Detailing process ensuring attendance register is up to date	12/08/2021	12/08/2021
5	• Attendance monitoring procedures by another provider	28/05/2025	28/05/2025