



‘Truth and Courage’

Inspired by the legacy of our Patron St Francis Xavier captured in the words ***“What more can I be or do for Christ”***, the Vision of the College is to provide our staff, students and their families with a rich experience of a Catholic learning community and encounter with Jesus. It is this encounter with Jesus that calls us to a spirit of evangelisation through education.

Attendance

CECG schools have a legal obligation to record and encourage students’ attendance at school. This policy ensures a consistent approach to meeting these obligations across all CECG schools. St Francis Xavier College adheres to the attached CECG Attendance Policy which can be accessed via the following link.

[Attendance Policy](#)

The implementation of CECG Attendance Policy at College level is contained within our Statement of Practice which has been endorsed by the Executive and Community Council of the College.

Legal Requirements

There are legal requirements relating to school attendance for all students in the ACT under the age of 17. Students under 17 years must attend school on a full-time basis unless the student has attained an ACT Senior Secondary Certificate or an exemption has been granted by the ACT Education Directorate.

Parents of students who cannot attend on a full-time basis due to mental health concerns, medical issues or for other reasons, must seek an exemption from the ACT Education Directorate and provide the College with all the required documentation to support the exemption request. This is because the Education Act 2004 requires compulsory schooling to make sure children and young people are safe and get a quality education. Students, therefore, are required by law to attend on all school days. All absences must be accounted for with all the required documentation to support the exemption request.

CECG identifies the following levels of attendance:

Excellent Attendance	95% and above (e.g. 2.5 days absence or less in a term or 10 absences over a year)
Regular Attendance	90%-94.9% (e.g. 2.6 to 5 days absence in a term or 10.1 -20 absences in a year)
Emerging Absenteeism	80%-89.9% (e.g. 5.1 to 10 days absence in a term or 20.1 - 40 absences in a year)
Chronic Absenteeism	Less than 80% (e.g. more than 10 days absence in a term or 40 absences in a year)

Description of practice at school level

Explaining Absences

All absences must be explained promptly. Absences are explained utilising the following methods:

- Compass Parent Portal
- Via email to attendance@sfx.act.edu.au. The parent or carer is required to state the student's full name, year group, date of absence and reason.
- SMS notification: Parents/carers who do not notify the school that their child is absent receive an SMS throughout the day seeking information about the absence.

Short-term Leave/Planned Absences

Should a student need to be absent for 5 or more school days for reasons other than sickness, prior approval must be sought in the first instance from the Assistant Principal Student Wellbeing as the delegate of the Principal. This includes where a student is absent due to their participation in representative sporting teams and competitions. The request needs to be submitted in sufficient time, at least 10 school days in advance of the absence, so that arrangements regarding missed schoolwork and assessment can be made.

Leave applications, once acknowledged in writing by the College, do not form a justification for extensions of assessment items. Any tasks due during a leave period must be submitted beforehand. If this is not feasible for any reason, alternative assessment arrangements must be coordinated with the Director of Junior Studies (Years 7 – 10) or the Director of Senior Studies (Years 11 – 12). Alternative work cannot be provided for students on leave. Canvas is the source of learning materials at the College, and students should be proactive in their engagement with their Course pages to ensure continuity of learning.

Impact on Academic Programs

Years 7 – 10

Students are required to attend all school days and activities, including those designated for community events such as carnivals, community days or other activities. If a student is absent on the day of an assessment, appropriate documentation can be provided to the College to avoid late penalties. If a student is absent for 2 or more days, they are encouraged to obtain medical documentation and provide this to the College.

Years 11-12

As per the ACT Board of Senior Secondary Studies Policy ([4.2.8 Attendance/Participation](#)), it is expected that students will attend and participate in all scheduled classes/contact time/structured learning activities for the units in which they are enrolled, unless there is due cause and adequate documentary evidence is provided. Any extended absences from school may have an impact on the student's ability to be assessed even if all the assessment tasks for the unit are completed. Any student whose attendance falls below 90% of the scheduled classes/contact time or 90% participation in structured learning activities in a unit without having due cause with adequate documentary evidence will be deemed to have voided the unit.

REFERENCES

Education Act 2004

Endorsed by:	The Executive and Community Council of St Francis Xavier College.
Issuing group:	St Francis Xavier College Community Council
Implementation date:	2025
Revision date:	July 2027
Contact Officer:	Principal or delegate
Reviewed:	August 2025