

## **ATTENDANCE POLICY**

### **Rationale**

- Regular school attendance will mean that students get a better chance at life. Students will achieve better when they go to school all day, every school day:
- they learn better
- they make friends
- they are happier
- they have a brighter future.

The Education (General Provisions) 2006 requires that children of compulsory school age must be enrolled and attend school on every school day. The attendance policy aims to maximise student learning opportunities and performance by ensuring that students attend school regularly and without unnecessary absences, preparing students and instilling a work ethic that reflects workplace standards.

### **Implementation**

- Education is a sequential process. Absences often mean students miss important stages in the development of topics, causing them to find 'catching up' difficult
- Absenteeism contributes significantly to student failure at school
- All students are required to attend school unless reasonable and valid grounds exist for them to be absent
- Parents have a responsibility to ensure that students attend school regularly, and are only absent if ill or if absolutely necessary. Parents have further responsibility to contact the school explaining why an absence has occurred
- A staff member will be responsible for monitoring and investigating student absences
- In case of extended illness/absence it is preferred that parents provide medical certificates/documentation
- A student is deemed to be absent for a half day if they arrive 30 minutes after the start of scheduled classes or depart prior to the last 30 minutes of scheduled classes
- Independent students not living with parents or guardians are also required to provide notes and supporting documentation
- The designated staff member will make every attempt to contact parents if communication from home is not forthcoming
- Unexplained or inadequately explained absences will be deemed as unauthorised absences and cause the designated staff member to communicate with parents and the student involved so as to implement strategies that will resolve the problem
- Students who fall below 90% attendance will be required to show cause and attend a meeting with support staff. Students who fall below 90% attendance may also be placed on the non-representative list if they do not have a reasonable explanation for their poor attendance
- Ongoing unexplained absences or lack of cooperation regarding student attendance will result in a formal attendance conference being organised. Unresolved attendance issues of post-compulsory students may result in withdrawal of credit from subjects or ultimately cancellation of enrolment for failure to participate in program of instruction. Unresolved attendance issues of students required to attend will result in formal notification and may be reported by the Principal for recommendation to prosecution
- The Principal will ensure all student absences are recorded each period by teachers, and regular reports provided to monitor attendance patterns
- DET and enrolment auditors may seek student attendance records
- Student attendance and absence figures will appear on student reports
- Aggregated student attendance data is reported to DET and the wider community each year as part of the annual report

*College Vision: Every student achieving success*