

## ATTENDANCE POLICY

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### **Rationale:**

The *Education and Training Reform Act 2006* sets out basic legal requirements for attendance. Children of compulsory school age (six years and up to their seventeenth birthday,) who reside in Victoria are required to be in full-time attendance at a registered school or registered for home schooling in accordance with the Act and *The Educational and Training Reform Regulations 2007*. While student attendance at school is a legal obligation of parents/carers, consistent with the *Education and Training Reform Act 2006*, Victorian government schools, in partnership with parents/carers, students and the wider community, must provide active support for full student attendance and retention until the completion Year 12 or its equivalent.

Regular school attendance enables students to maximise their full educational potential and to actively participate and engage in their learning. It is important that children develop habits of regular attendance at an early age. Students who are regularly absent from school are at risk of missing out on fundamental aspects of their educational and social development. When students have a high number of absences it makes it very difficult for them to build sound understandings of the subject material. As a consequence, they have gaps in their learning that inevitably restricts their progress, 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.

### **Aims:**

- To maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly and without unnecessary or frivolous absences.
- To assist and support students in choosing their options and navigating their pathway from compulsory schooling to further education, training and employment.

### **Implementation:**

- Parents/Guardians of students who are absent are required to telephone to report the absence. For audit purposes Parents/Guardians have the responsibility to notify the College explaining why an absence has occurred. This can be done verbally or by logging into the Parent Portal - Compass, provide a written note or medical certificate. Alternatively the school has a designated Absence Line that parents/carers can use to leave a recorded message. Please tell us the student's name, year level, length and reason for absence.
- VCE students are required to provide a medical certificate to ensure they meet VCE attendance requirement.
- Teachers are required to keep accurate records of all students' attendance and absences for each period. Student attendance and absence figures will appear on Compass, as well as students' half yearly and end of year reports.

- The College is responsible for monitoring student absences; provide data for Department of Education & Training (DET), enrolment auditors and the wider community each year as part of annual report. The principal will ensure all student absences are recorded each period by teachers, are aggregated on our attendance database and communicated to DET.
- The College will notify parents/guardians via an email, mid-term if a student attendance is falling below the 80% minimum. A designated staff member will telephone parents of absent students if communication from parents is not forthcoming. Unexplained or inadequately explained absences will cause the designated staff member to communicate with parents and the student involved so as to implement strategies that will resolve the problem.
- Independent students not living with parents or guardians are also required to provide notes.
- 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 their expulsion from school. Unresolved attendance issues for students required to attend will result in year level failure and may be reported by the Principal to the Department of Human Services and Centrelink.
- Year Level Coordinators and Learning Community Leaders will organise a parent meeting for students experiencing ongoing unexplained absences, to implement strategies to resolve attendance problem/s.
- Students need to attend a minimum 80% of classes in order, to undertake the course work and complete learning outcomes and assessment tasks. Unapproved absences for more than 20% of scheduled classes will result in a review of student's progress to the next year level.
- To achieve successful student transitions and pathways, Managed Individual Pathways (MIPs) initiative will monitor students' pathways until they complete Year 12 or equivalent and after they have left school.
- Kyabram P-12 College is a Registered Training Organisation and also partners with local Pre-schools, Primary Schools, Youth Partnerships Program and TAFE. This development of collaborative partnerships and networks aims to improve participation, engagement, attainment and transition outcomes for young people.

**Evaluation:**

This policy will be reviewed every three years by College Council.

***RATIFIED BY COLLEGE COUNCIL***

\_\_\_\_\_ ***Date: August 2016***  
***College Council President***

***Review Date: August 2019***