



Attendance Policy and Procedures

PURPOSE

The purpose of this policy is to:

- ensure that all students enrolled at Glen Eira College attend school every day the school is open for instruction
- ensure students, staff and parents/carers have a shared understanding of the importance of attending school
- ensure understanding of the key practices and procedures Glen Eira College has in place to:
 - support, monitor and maintain student attendance
 - record, monitor and follow up student absences.

SCOPE

This policy applies to all students at Glen Eira College, including the English Language Centre. This policy should be read in conjunction with the Department of Education and Training's [School Attendance Guidelines](#). It does not replace or change the obligations of Glen Eira College, parents and School Attendance Officers under legislation or the School Attendance Guidelines.

DEFINITION

Parent – includes a guardian and every person who has parental responsibility for the child, including parental responsibility under the *Family Law Act 1975* (Cth) and any person with whom a child normally or regularly resides.

RATIONALE

Glen Eira College is committed to supporting all students to achieve the highest attendance rates. Students with poor attendance are at risk of not achieving their potential. Schooling is compulsory for young people aged from 6 to 17 years (unless an exemption from attendance or enrolment has been granted).

Daily attendance is important for all young people to succeed in education and to ensure they do not fall behind both socially and developmentally. School participation maximises life opportunities for young people by providing them with education and support networks. School helps people to develop important skills, knowledge and values that set them up for further learning and participation in their community. Both schools and parents have an important role to play in supporting students to attend school every day. Glen Eira College's *Student Wellbeing and Engagement Policy* supports student attendance.

- Our school will identify individual students who are vulnerable and whose attendance is at risk and/or declining and will work with these students and their parents to improve their attendance through a range of interventions and supports.
- Parent support and commitment is vital to ensuring their children attend school on time every day, to communicating openly with the school and providing valid explanations for any absence.
- Parents are encouraged to communicate with our student managers about any issues affecting their child's attendance and work in partnership with the school to address any concerns.
- Parents are to provide a reasonable explanation for their child's absence from school and endeavour to schedule family holidays, appointments and other activities outside of school hours.

IMPLEMENTATION OF THE POLICY

Students are expected to attend Glen Eira College from 8.40am to 3.07pm every day unless:

- there is an approved exemption from school attendance for the student
- the student has a dual enrolment with another school and has only a partial enrolment in Glen Eira College, or



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- the student is registered for home schooling and has only a partial enrolment in Glen Eira College for particular activities.

Attendance will be recorded by teachers at the beginning of each term or lesson on XUNO. If students are in attendance at a school approved activity, the teacher in charge of the activity will record them as being present.

Teachers at Glen Eira College will record attendance in every class. This is necessary to:

- meet legislative requirements
- discharge Glen Eira College's duty of care for all students
- meet Victorian Curriculum and Assessment Authority requirements for VCE students.

GUIDELINES

1. Minimum **95%** attendance is expected from all students. Appointments should be made outside of class times.
2. Parents are required to contact the school absence line on 9571 7838 on any day a student is absent. Absences will be approved when a written explanation from a parent or a medical certificate is provided to the General Office (on the day of the students return to school).
3. Students needing to leave school during the school day must have a note from their parent countersigned signed by a student manager. If the time of departure is during a lesson, the note must be shown to the class teacher before leaving the room. They must sign the early leaver's book in the General Office before leaving the grounds.
4. Year 12 students may be permitted to leave the College for the day at lunchtime if they do not have timetabled classes after lunch but they must sign out at the General Office.
5. Whole school activities and excursions are compulsory. Non-attendance will result in an unapproved absence. Students on excursions, at instrumental music and college extra curricula activities are counted as present. It is the student's responsibility to consult with the teachers of any classes missed to ensure they catch up with work set.
6. Where a student has completed work but there has been a substantial breach of attendance requirements the student may receive an unsatisfactory result for a unit or assessment task.
7. A student whose attendance is affected by prolonged illness or personal issue may be eligible for special provision.
8. Where a student's attendance is at risk of falling below the 95% requirement and they are not eligible for special provision, an appropriate action plan will need to be negotiated between the school and the family.
9. Ongoing unexplained absences will be reported to the Department of Education and Training (DET).

The Principal has the discretion to accept a reason given by a parent for a student's absence. The Principal will generally excuse:

- medical and dental appointments, where out of hours appointments are not possible or appropriate
- bereavement or attendance at the funeral of a relative or friend of the student
- school refusal, if a plan is in place with the parent to address causes and support the student's return to school
- cultural observance if the parent/carer notifies the school in advance
- family holidays where the parent seeks permission and an attendance plan is put in place

LATE ARRIVAL – LEARNING STARTS AT 8.55AM

Students who are late to school need to report to the General Office for a late pass. Lunchtime detention is issued if students do not have a note.



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MANAGING NON-ATTENDANCE AND SUPPORTING STUDENT ENGAGEMENT

We understand from time to time that some students will need additional supports and assistance. Where absences are of concern due to their nature or frequency we will work collaboratively with parents, the student, and other professionals, where appropriate, to develop strategies to improve attendance, including:

- establishing an Attendance Student Support Group
- implementing a Return to School Plan
- implementing an Individual Education Plan
- implementing a Student Absence Learning Plan for students who will be absent for an extended period
- arranging for assistance from relevant our Wellbeing team

REFERRAL TO SCHOOL ATTENDANCE OFFICER

If we have exhausted strategies for addressing a student's unsatisfactory attendance, we may, in accordance with the School Attendance Guidelines refer the non-attendance to a School Attendance Officer in the South East Regional Office for further action. This may occur if:

- the student has been absent from school on at least five full days in the previous 12 months where:
 - the parent has not provided a reasonable excuse for these absences; and
 - measures to improve the student's attendance have been undertaken and have been unsuccessful
- the student's whereabouts are unknown and:
 - the student has been absent for 10 consecutive school days; or
 - no alternative education destination can be found for the student.

FURTHER INFORMATION AND RESOURCES

- [School Attendance Guidelines](#)
- School Policy and Advisory Guide: [Attendance](#)