

Attendance Policy and Procedures



Help for Non-English Speakers

If you need help to understand the information in this policy, please contact the General Office on 03 9571 7838.

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
- explain to school staff and parents 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. This policy should be read in conjunction with the Department of Education'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.

POLICY

SUPPORTING AND PROMOTING ATTENDANCE

Schooling is compulsory for children and young people aged from 6 to 17 years (unless an exemption from attendance or enrolment has been granted).

Daily attendance is important for all children and young people to succeed in education and to ensure they do not fall behind both socially and developmentally. School participation maximises life opportunities for children and 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.

Students are expected to attend Glen Eira College during normal school hours every day of each term 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
- the student is registered for home schooling and has only a partial enrolment in Glen Eira College for particular activities.

Both schools and parents have an important role to play in supporting students to attend school every day.

Glen Eira College believes all students should attend school all day, every day when the school is open for instruction and is committed to working with its school community to encourage and support full school attendance.

Our school will identify individual students or cohorts 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.

Students are committed to attending school every day, arriving on time and are prepared to learn. Our students are encouraged approach a teacher and seek assistance if there are any issues that are affecting their attendance.

Glen Eira College parents are committed to ensuring their child/children attend school on time every day when instruction is offered, to communicating openly with the school and providing valid explanations for any absence.

Parents will communicate with the relevant staff at Glen Eira College about any issues affecting their child's attendance and work in partnership with the school to address any concerns.

Parents will 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.

SUPPORTING AND PROMOTING ATTENDANCE

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 (found on our website) underpins our approach to promoting regular attendance.

The College supports attendance through a range of initiatives, including a **Breakfast Club**, held three times per week, and a **Basketball Academy**, which runs before school twice per week. **36 clubs, lunchtime and extra-curricular activities**, an active **Student Representative Council (SRC)**, and participation in **camps, excursions and incursions** further strengthen student engagement and promote a strong sense of connection and belonging within the school community.

STUDENTS PARTICIPATING IN STUDY WITH EXTERNAL PROVIDERS

Glen Eira College may enter arrangements with external providers to deliver part of the Victorian Certificate of Education (VCE), or the Victorian Pathways Certificate (VPC). External providers may include:

- TAFE providers
- Private providers (RTOs)
- Registered schools, including both government and non-government that are also RTOs, and
- Learn Local providers that are also RTOs.

Glen Eira College will enter into a written agreement between the school and the external provider detailing the responsibilities of each party including how the attendance of students will be managed and monitored between the parties. Glen Eira College will appoint a member of staff to monitor the attendance of students studying with external providers upon entering into any agreement.

The external party must provide the services consistent with the Department's Policies and Procedures on Supervision and Purchasing Secondary Courses and Vocational Training from External Providers.

RECORDING ATTENDANCE

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

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.

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

RECORDING ABSENCE

For absences where there is no exemption in place, a parent must provide an explanation on each occasion to the school.

Parents should notify Glen Eira College of absences by contacting the school absence line on 9571 4178 on any day a student is absent or recording the absence on Compass.

If a student is absent on a particular day and the school has not been previously notified by a parent, or the absence is otherwise unexplained, Glen Eira College will notify parents by SMS as soon as practicable (usually by 9.30am) on the same day of the unexplained absence, allowing time for the parent to respond.

If contact cannot be made with the parent (due to incorrect contact details), the school will attempt to contact any emergency contact/s nominated on the student's file held by the school, where possible, on the day of the unexplained absence.

Glen Eira College will keep a record of the reason given for each absence. The principal will determine if the explanation provided is a **reasonable excuse** for the purposes of the parent meeting their responsibilities under the **Education Training Reform Act 2006** and the School Attendance Guidelines.

If Glen Eira College considers that the parent has not provided a **reasonable excuse** for their child's absence the absence will be marked as '**unexplained absence**.'

If the school determines that a reasonable excuse has been provided, the absence will be marked as '**explained absence**.'

The principal has the discretion to reject a reason given by a parent for a student's absence. The principal will 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, including a student required to attend Sorry Business
- 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 notifies the school in advance

If no explanation is provided by the parent/carer within 10 school days of an absence, it will be recorded as an 'unexplained absence' and recorded on the student's file.

Parents will be notified if an absence has not been excused.

MANAGING NON-ATTENDANCE AND SUPPORTING STUDENT ENGAGEMENT

Where absences are of concern due to their nature or frequency, or where a student has been absent for more than five days, Glen Eira College will work collaboratively with parents, the student, and other professionals, where appropriate, to develop strategies to improve attendance, which may include:

- 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 Year level Coordinators > Sub school Leader > Assistant Principal

We understand from time to time that some students will need additional supports and assistance, and in collaboration with the student and their family, will endeavour to provide this support when it is required.

REFERRAL TO SCHOOL ATTENDANCE OFFICER

If Glen Eira College decides that it has 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 Bayside Peninsula Area, South-Eastern Victoria Region for further action.

If, from multiple attempts to contact with a parent, it becomes apparent that a student will not be returning to the school, the principal may make a referral to a School Attendance Officer 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.

GUIDELINES

1. Minimum **95%** attendance is expected from all students. Appointments should be made outside of class times.
2. Students needing to leave school during the school day must have a signed note or compass note from their parent/carer and signed by a member of the sub school team. 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 out at the kiosk in the General Office before leaving the grounds.
3. 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 or senior school office. Year 12 students cannot arrive late if their study periods are 1 or 2.
4. Whole school activities and excursions are compulsory. Non-attendance will result in an unapproved absence. Students on excursions, instrumental music, school ensembles 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.
5. 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.
6. A student whose attendance is affected by prolonged illness or personal issue may be eligible for special provision.
7. 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.

LATE ARRIVAL – LEARNING STARTS AT 9AM

Students who are late to school need to sign in via the Compass kiosk at the General Office for year 7 to 10. Year 11 and 12 students can sign in at the Compass Kiosk in the Bulukuyt Building ground floor.

Lunchtime check-ins with a year level coordinator are issued to students after 3 lates and no note.

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, which may include:

- 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

SUPPORTING STUDENT ATTENDANCE – OUR APPROACH

Glen Eira College uses a **multi-tiered approach** to support student attendance and ensure every student is engaged in their learning.

Daily monitoring (Tier 1):

Attendance is recorded in every class, and families are notified via SMS if a student is absent without explanation. The school follows up with parents/carers to clarify absences and ensure accurate records.

Targeted support (Tier 2):

If a student has ongoing absences (approved or unapproved), the school provides additional support. This may include contact from Year Level staff, check-ins with families, and strategies to improve attendance.

Intensive support (Tier 3):

For students with significant attendance concerns, the school works closely with families to develop an **attendance improvement plan**, which may include additional supports and referrals to external services if required.

This structured and proactive approach ensures that attendance concerns are identified early, families are supported, and students are given every opportunity to attend school regularly and succeed.

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 Southeast 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.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes
- Included in staff handbook
- Discussed at annual staff meetings
- Included in transition and enrolment packs
- Discussed at parent/carer information nights/sessions
- Reminders in our school newsletter
- Hard copy available from the General Office upon request

FURTHER INFORMATION AND RESOURCES

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2026
Approved by	Principal
Next scheduled review date every 3 to 4 years	May 2030