

Rationale

Regular school attendance enables students to maximise their full educational potential and to actively participate and engage in their learning. It is important that students maintain habits of regular attendance to maximise their educational and social development.

Hume Central Secondary College Attendance Requirements

Hume Central Secondary College requires that Year 7-12 students attend no less than 90 % of the College program without a medical certificate¹. Students who fail to meet this requirement will jeopardise their chances of successfully completing their year of study.

Who is responsible for attendance?

All of the learning community at Hume Central Secondary College is responsible for attendance: Principals; Teachers; Students; Education support class; Parents/guardians.

Expectations of Principal Class

- Provide leadership and direction to the Leadership Team in regard to Curriculum development and student engagement/wellbeing issues
- Provide leadership and support to Team Leaders, Team Coordinators and Student Services Teams to develop, implement and evaluate programs and policies that contribute to the academic and social development of students
- Monitor attendance through collection, analysis and evaluation of data against set goals and targets

Expectations of Teachers

- Mark the roll accurately
- Inform parents when the student is absent from school or classes without an explanation
- Provide programs that engage and support students to learn
- Refer students to internal and external support services when needed
- Provide appropriate work when a student is unable to attend or ensure that appropriate 'catch up' sessions are set up when the student returns

Expectations of students

- Attend daily and all classes (no less than 90 without medical certificate)
- Arrive on time to school and to every class ready to learn
- Provide a written explanation from parents or medical practitioners when absent
- Remain on the school premises during school time unless permission has been given by a Parent/Guardians or a teacher
- Work cooperatively with the school to develop personal attendance improvement goals and strategies when attendance has been inconsistent
- Complete work set for prolonged absence

(1) 11 & 12 students are required by VCAA to complete a minimum of 50 hours of tuition in each area of Study. If a student has more than 5 absences from a Study without medical certificate the requirements of VCAA cannot be met, hence an '5' cannot be awarded for that Study.

Expectations of Education support class

- Ensure that class rolls are accurate and up to date
- Ensure that attendance data is recorded accurately on a period by period basis
- Facilitate the communication within each campus and between home and school in regards to student absences
- Provide regular reports to staff regarding student absences
- Support the recording of student movements to and from school (ie: late arrival/early leavers)

Expectations of Parents/Guardians

- Ensure their child attends school at all times (see *Education and Training Reform Act 2006*, Section 2.1.1)
- Ensure that their child is on time for school each day
- Notify the school of their child's absence as soon as possible on the first day of the child's absence
- Notify the school in advance if an absence is planned and apply for leave for 5 days or more (Appendix 1)
- Support their child's learning during continued or prolonged absences through the implementation of an agreed student Absence Learning Plan
- Work cooperatively and collaboratively with the school and their child to develop and implement improvement strategies when attendance has been inconsistent due to reasons deemed unsatisfactory by the school
- Work cooperatively with the school in supporting the child to return to school
- Ensure that contact details for their child are correct and up-to-date.

Implementation

- Emphasis on Attendance Policy at Parent Information Evenings at the commencement of each year and Year 7 Information Evening each November
- Particular attention should be made to only five days per semester that can be explained with a Parent/Guardian note, and that medical certificates or equivalent for any absences are required.

The *Education and Training Reform Act 2006* describes a reasonable excuse for a student not attending school as being due to:

- Illness, accident, an unforeseen event or an unavoidable cause
- There is no Government school within a prescribed distance of the child's residence and the child is receiving a distance education program through a registered school
- The child is undertaking an educational program provided by a registered education and training organisation
- The child has been suspended or expelled and is undertaking other educational programs provided by the Department or another registered school
- The absence from school or instruction was because of the child's disobedience and was not due to any fault of the parent/guardian.
- The child is attending or observing a religious event or obligation as a result of a genuinely held belief of the child or a parent/guardian of the child
- The child is exempted from attendance at school by the Minister



Extended Period of Absence: Application Form
(5 school days or more)

Date:

Dates requested: _____

Name:

_____ Home phone number

_____ Mobile number

_____ E-mail address

Type of Request:

Family Holiday

Medical

Overseas Business

Sporting Trip

Other _____

Please describe nature of the extended leave requested:

Please be aware that any extended absences may impact on the ability of a student to successfully complete a unit of study. It is the responsibility of the student to collect and complete work for all subjects before and during the absence. In some cases however the length of the absence may prevent the student from being able to demonstrate all of the outcomes of the unit.

All applications for extended absences will be reviewed by the Team Leader, Assistant Principal and Campus Principal. This will be followed with direct communication with a parent/guardian.

Parent Signature: _____ Date: _____

Administration Use Only:

Date Received: _____

Action taken by Team Leader:

Recommendation: _____ Date: _____

Action taken by Campus Principal: _____

Recommendation: _____ Date: _____