



HUME CENTRAL SECONDARY COLLEGE

ATTENDANCE POLICY

PURPOSE

The Education and Reform Act 2006 requires that children that reside in Victoria, aged six to seventeen years, be in full time attendance at a government or registered non-government school.

Regular school attendance enables students to maximise their full educational potential and promotes active participation and engagement in learning. Maintaining habits of regular attendance at school enables students to continually extend their educational and social development.

ATTENDANCE REQUIREMENTS

- Hume Central Secondary College requires that Year 7-12 **students attend 100%** of the College program. Not meeting this requirement may impact on a student's ability to successfully complete units of study
- A student's **unapproved absences must not exceed more than 5 classes for each specific subject within a semester of study**. Students who exceed this limit and do not meet attendance requirements will be at risk of receiving an 'N' (Not Satisfactory) result for the relevant unit
- Family holidays during term time are not approved absences.

WHO IS RESPONSIBLE FOR ATTENDANCE?

All of the learning community at Hume Central Secondary College is responsible for attendance:

Principals; Team Leaders and Co-ordinators; Mentor Teachers; Classroom Teachers; Students; Education Support Class and parents/guardians/carers.

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 Co-ordinators 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
- Ensure a process is implemented to send daily SMS informing Parent/Carers of any absences.

EXPECTATIONS OF TEAM LEADERS AND CO-ORDINATORS

- Work with Principal Class to implement strategies to address concerns regarding attendance
- Monitor daily attendance and support Mentor Teachers and all staff, through the construction and communications of the Engagement Register, to engage students, parent/guardians/carers about attendance concerns
- Establish goals and strategies to support improved student attendance via discussions at Student Engagement Committee meetings
- Conduct SSG's with parents/guardians/carers to discuss engagement at school
- Refer students to internal and external support services when needed.

EXPECTATIONS OF MENTOR TEACHERS

- Work with Team Leaders and Co-ordinators to implement strategies to address concerns regarding attendance
- Monitor attendance, via Compass and the Engagement Register and support students to understand their attendance data and expectations
- Engage parents/guardians/carers to discuss concerns regarding their child's attendance at school, including ascertaining the reasons behind absence from learning.

EXPECTATIONS OF TEACHERS

- Mark the roll promptly and accurately each lesson
- Monitor attendance, via Compass and the Engagement Register and support students to understand their attendance data and expectations
- All class work/learning tasks to be placed on Compass to support students to remain connected to learning when absent
- Help students to understand the impact of non-attendance on student learning.



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 regard to student absences
- Provide daily reports to staff regarding student absences
- Support the recording of student movements to and from school (ie: late arrival/early leavers).

EXPECTATIONS OF STUDENTS

- Arrive on time to school and to every class ready to learn
- Provide a written note from parents to explain student absence
- Provide a statutory declaration or a medical certificate to approve student absence
- Remain on school premises during school time unless permission has been given by a parent/carer and approved by the school
- Work cooperatively with the College to develop personal attendance improvement goals and strategies when attendance has been inconsistent
- Access Compass to view and complete work set when absent from school.

EXPECTATIONS OF PARENT/GUARDIANS/CARERS

- 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 College of their child's absence as soon as possible on the first day of the child's absence
- Notify the College in advance if an absence is planned
- Support their child's learning during continued or prolonged absences through the implementation of an agreed student Absence Learning Plan where appropriate
- Work cooperatively and collaboratively with the College and their child to develop and implement improvement strategies when attendance has been inconsistent due to reasons deemed unsatisfactory by the College
- Work cooperatively with the College in supporting their child to return to school
- Ensure that contact details for their child are correct and up to date.

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 of Education.

NB - absences for the above reasons are not necessarily approved absences as deemed by the College.

REVIEW

This policy will be reviewed as required or due to changes in regulations or circumstances.

Date Reviewed	To Be Reviewed	Endorsed at College Council
May 2023	Annually	18th May 2023