

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. Students who do not meet this requirement will jeopardise their chances of successfully completing 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 Parent/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 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.

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 to engage students, parent/guardians about attendance concerns
- Establish goals and strategies to support improved student attendance 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 daily attendance and support students to understand their attendance data and expectations
- Engage parent/guardians to discuss concerns regarding their child's attendance at school.

EXPECTATIONS OF TEACHERS

- Mark the roll accurately each lesson
- Support the implementation of programs that engage and support students to learn
- Provide appropriate work when students are unable to attend or ensure that appropriate 'catch up' sessions are set up when the student returns
- Help students to understand the consequences of non-attendance.

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
- Inform parents when the student is absent from school or classes without an explanation
- 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 STUDENTS

- 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 school premises during school time unless permission has been given by a parent/guardian or a teacher
- Work cooperatively with the College to develop personal attendance improvement goals and strategies when attendance has been inconsistent
- Complete work set for periods of prolonged absence.

EXPECTATIONS OF PARENT/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 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
- 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.

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
June 2021	Annually	24 th June 2021