



# ATTENDANCE POLICY

## P-12

### **Rationale:**

The Department of Education and Training requires that children of school age (six-seventeen years) are required to be in full-time attendance at a government or registered non-government school unless they are receiving approved home tuition, correspondence education, or have been granted an exemption by the Regional Director. Education is a sequential process. Absences often mean students miss important stages in the development of topics, causing them to find 'catching up' difficult. Absenteeism contributes significantly to student failure at school. Our school encourages that post-compulsory aged students also attend school unless a valid reason exists.

### **Aims:**

- To maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly, and without unnecessary absences.
- To minimise regular lateness as the cumulative effect of this has a major impact on learning and socialisation of the child and others.

### **Implementation:**

- Student attendance and absences will be recorded on our Student Management System – Compass.
- All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.
- Parents have a responsibility to ensure that their children attend school regularly, and are only absent if ill or if absolutely necessary.
- A staff member will be responsible for monitoring and investigating student absences.
- Parents of students who are to be absent are required to notify the school before 9:00am to report the absence. The office staff will immediately record the absence on Compass.
- Notification to the school by parents may be by electronic communication (such as a note on Compass or email) or by phone.
- If a student is absent without notification from a parent/carer, then the parent/carer will be notified of their absence by the school through a Compass alert on the day of their absence.
- If the parent/carer does not access Compass, then the College will ring the parent/carer on the day of the absence.
- VCE and VCAL students must attend a minimum of 90% of organised classes or school approved activities to be eligible for a pass in the subject.
- Where students are accessing VCE/VCAL/VET courses through another senior secondary provider, the VCAL coordinator will make arrangements for the other senior secondary provider to notify Hopetoun P-12 College if the student is absent on a scheduled attendance

day. The VCAL Coordinator will retain records of student absences from other senior secondary providers.

- Students at risk of unsuccessfully completing VCE due to attendance will be given the opportunity to “make-up” time. This may be an after-school session, at Homework Club or, if there are travel or other extenuating circumstance, during lunchtime at school.
- Independent students not living with parents or guardians are also required to provide notes.
- The principal has a responsibility to ensure that attendance records are maintained and monitored at school.
- Student attendance is recorded on Compass every period (6 periods per day) as well as for homegroup.
- The data is aggregated through the Compass system and uploaded by the office staff to the Department of Education’s CASES system on at least a fortnightly basis.
- After three days of unexplained absence and no contact has been made, the College will make contact with the parents/carer with a view to ascertaining the reason for the absence and decide on any follow-up action.
- The school will contact parents of students with high levels of unexplained or unapproved absences, with the view to developing and implementing strategies to minimise absences which may include an individual attendance plan.
- Ongoing unexplained absences, or lack of cooperation regarding student attendance will result in a formal attendance conference being organised. Unresolved attendance issues may be reported by the principal to the Department of Health and Human Services and the Department of Education and may compromise the enrolment of post-compulsory aged students.
- Student attendance and absence figures will appear on student half year and end of year reports.
- Aggregated student attendance data is reported to the Department of Education and Training and the wider community each year as part of the annual report.

**Evaluation:**

This policy will be reviewed as part of the school’s three-year review cycle or earlier as required.

**This policy was last ratified by School Council on: 14/09/2022**