

## Attendance Policy

*“Mount Eliza Secondary College is committed to safe and wellbeing of all children and young people. This will be our primary focus of our care and decision making.”*

### Purpose

The purpose of this Policy is to

- ensure all children of compulsory school age are enrolled in a registered school and 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 Mount Eliza Secondary 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 Mount Eliza Secondary College and needs to be read in conjunction with Senior School Policies and VCAA Policies, please see Senior Pathways handbook.

This Policy should be read in conjunction with the Department of Education and Training’s [School Attendance Guidelines](#). It does not replace or change the obligations of Mount Eliza Secondary 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* (Commonwealth) and any person with whom a child normally or regularly resides.

### Policy

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.

Regular attendance at school increases student’s ability to understand the work being covered in class and enables them to promptly seek assistance as well as assists to keep up to date with all learning activities and Assessments.

Students are expected to attend Mount Eliza Secondary 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 Example School, or
- the student is registered for home schooling and has only a partial enrolment Mount Eliza Secondary College for particular activities

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

Mount Eliza Secondary 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 should be committed to attending school every day, arriving on time and prepared to learn.

Our students are encouraged approach a teacher and seek assistance if there are any issues that are affecting their attendance.

Mount Eliza Secondary 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 Mount Eliza Secondary College about any issues affecting their child's attendance and work in partnership with the school to address any concerns.

Parents are expected to 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**

Mount Eliza Secondary College's *Student Wellbeing and Engagement Policy* supports student attendance.

Our school also promotes student attendance by:

- Student Support Group Meetings involving parents
- developing and Implementing Return to School Plans as appropriate
- providing student's with a Supportive Friend

### **Recording Attendance**

Mount Eliza Secondary College must record attendance in every class. This is necessary to:

- meet legislative requirements
- discharge Mount Eliza Secondary College's Duty of Care for all students
- meet Victorian Curriculum and Assessment Authority requirements for VCE students

Attendance will be recorded by the classroom teacher at the start of each lesson using Compass.

If students are in attendance at a school approved activity, the teacher in charge of the activity will record them as being present on Compass.

### **Recording Absences**

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

Parents should notify Mount Eliza Secondary College of absences by:

- approving the absence, with an explanation, on Compass or contacting the General Office if it is an unplanned absence, or by informing the Student Wellbeing Leader if it is a planned absence.

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, Mount Eliza Secondary College will notify parents by SMS that morning.

If a student has been absent for a number of days, without explanation, the Student Wellbeing Leader will phone the relevant parent/ guardian/ carer and try and establish the reason for the absence and the expected date for the student's return to school.

If it is going to be an extended absence, then appropriate support strategies will be put in place.

If contact cannot be made with the parent (due to incorrect contact details), the Student Wellbeing Leader will mail an Unexplained Absence Letter shortly after, the unexplained absence.

Mount Eliza Secondary 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 Mount Eliza Secondary College considers that the parent has provided a **reasonable excuse** for their child's absence the absence will be marked as '**excused absence**'.

If the school determines that no reasonable excuse has been provided, the absence will be marked as '**unexcused absence**'.

The Principal has the discretion to accept a reason given by a parent for a student's absence. The Principal will generally 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 and a Learning Plan has been put in place

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

Parents will be notified, either via phone call or an Unexplained Absence Letter, 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, Mount Eliza Secondary College will work collaboratively with parents, the student, and other professionals, where appropriate, to develop strategies to improve attendance, including:

- establishing an Attendance Student Support Group
- implementing a Return to School Plan
- implementing an Individual Education Plan as appropriate
- implementing a Student Absence Learning Plan for students who will be absent for an extended period
- arranging for assistance from a member of the College's Wellbeing Team

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 Mount Eliza Secondary 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 South Eastern Regional Office 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.

#### **MORE INFORMATION AND RESOURCES**

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

#### **REVIEW CYCLE**

This policy was endorsed/approved by the Mount Eliza Secondary College Council on \_\_\_/\_\_\_/2019 for review if legislative or other changes require in the interim or no later than December 2023.

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Principal Signature

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School Council President Signature