

# Attendance Policy

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## **Rationale:**

The Education Act requires that children of school age (six to sixteen years) resident in Victoria are required to be in full-time attendance at a government or registered non-government school unless formally exempt. All Victorian students are required to complete at least Year 10 and remain engaged in some form of education, training or employment until the age of 17. Craigieburn Secondary College requires that post-compulsory aged students also attend school unless a valid reason exists.

## **Aim:**

To maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly, and without unnecessary or frivolous absences.

## **Implementation:**

Education is a sequential process. Absences often mean students miss important stages in the development of topics, causing them to find 'catching up' difficult. To reach their potential at school, students need to attend regularly. Educational research has repeatedly shown a strong correlation between success and attendance.

## **The college's Attendance policy:**

- All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.
- Parents have the responsibility to ensure that their children attend school regularly, and are only absent if ill or if absolutely necessary. Parents have a further responsibility to provide a written note to the school explaining why an absence has occurred.
- Parents of students who are to be absent are required to telephone the school before 9.00am to report the absence. The absence is then to be confirmed in writing by a note from parents.
- Independent students not living with parents or guardians are also required to provide notes.
- Students must attend 100% of school days or have a valid reason for non-attendance, such as illness.
- Students will be permitted a maximum of 5 days per semester absence for illness.
- Other reasons for absences such as participation in sport, camps or other school based activity will not be counted as part of the 5 days
- Suspensions will not count as part of the days
- Other reasons for absence may be given special consideration by the YLC in conjunction with the Sub-School Leader.
- If a student has more than 5 days in a semester they will be required to attend after-school redemption class or they will risk failing all subjects for the semester and not being promoted to the next year level. (Refer to the Craigieburn Secondary College Promotions Policy)
- Ongoing unexplained absences or lack of cooperation regarding student attendance will result in a formal attendance conference being organised.
- Unresolved attendance issues for students required to attend will result in year level failure and may be reported by the principal to the Department of Human Services.
- The principal will ensure all student absences are recorded each period by teachers, are aggregated on the CASES database and communicated to the Department of Education.
- The Department of Education and Early Childhood Development and enrolment auditors may seek student attendance records.
- Student attendance and absence figures will appear on the student half year and end of year reports.
- Aggregated student attendance data is reported to the Department of Education and early Childhood Development and the wider community each year as part of the annual report.

**CRAIGIEBURN  
Secondary College**



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Department of Education  
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Development

Victoria Government Schools

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### **Strategies to monitor and record attendance:**

It is expected that the Form Teacher will follow up the absences of students in their group. Follow up needs to be consistent and regular. By following up absences teachers are working together to ensure students achieve the attendance requirements and better outcomes. Teachers in the Sub-School teams will support the Form teacher as required but it is the responsibility of the Form teacher to communicate with students and parents/guardians to explain absences.

### **Form Teacher**

- Follow up unexplained absences if communication from parents is not forthcoming.
- Call a parent/guardian if a note does not come within 3 days
- Call a parent/guardian if a student is absent on the 3<sup>rd</sup> day
- Report to the YLC if contact cannot be made
- Report to the YLC if absence cannot be explained after a week

### **Executive Officer**

- Check rolls and attendance records
- Support Form teachers in identifying inaccuracies in attendance data ('false' absences etc)
- Identify 3 days of absence without parent contact
- Identify any absence over 1 week without contact
- Email Form teacher, post-it-note in roll (cc to YLC and Sub School Manager), notify, remind to follow-up, ask if there is a problem or reason they cannot follow up
- Record absences not followed up and liaise with YLC
- Produce monthly absence summary

### **YLC**

- Monitor form teacher and remind/encourage/support them to follow up absences
- Support by contacting parents when there has been no successful contact
- Review records of absences and report to Sub-School Manager

### **Sub-School Managers**

- Support YLC's in monitoring and supporting Form teachers
- Meet with Form teachers if required, to develop absence follow up plan
- Check monthly absence summaries and analyse data
- Implement strategies that will resolve unexplained or inadequately explained absences from students.

### **Sub School Principals**

- Monitor attendance in the sub-school and follow up if necessary
- Check data analysis and liaise with sub school manager

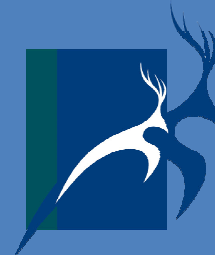
### **Subject Teachers**

- Keep accurate records of student attendance in your subject
- Encourage students to attend school
- Engage in conversations about high levels of attendance and better performances and outcomes
- Contact parents
- Liaise with form teachers and YLC's about student attendance issues.

### **Redemption**

- Redemption is an ongoing strategy
- YLC's will organise redemption sessions for students that need to redeem lost days
- EO will keep records
- Parents will be contacted by the YLC to negotiate redemption

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### **Evaluation:**

- As Part of the College review cycle this policy will be reviewed every three years.

### **References:**

- Reference: Student Assessment & Reporting Guidelines Advisory Guide Department of Education and Early Childhood Development  
<http://www.education.vic.gov.au/school/principals/spag/participation/pages/attendance.aspx>
- Craigieburn Secondary College Promotions Policy
- Education and Training Reform Act 2006
- Ministerial Order 411
- Ministerial Order 294

This policy was last ratified by School Council on: 17<sup>th</sup> June 2014

This policy will be reviewed: 17<sup>th</sup> June 2017

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