



Alkira
Secondary College

Personalised learning for all. Respect for the individual learner.

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ATTENDANCE Policy

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. Our College requires that post-compulsory aged students also attend school unless a valid reason exists.

Aims:

To maximise student learning opportunities by ensuring that children attend school to a high level.

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.
- Absenteeism lessens student opportunities.
- All enrolled students are required to attend our College unless reasonable grounds exist for them to be absent.
- Parents have a responsibility to ensure that their children attend the College regularly, and are only absent if ill or if absolutely necessary. Parents have a further responsibility to acknowledge the absence on COMPASS.
- Supportive measure (including access to the Wellbeing Co-ordinator), re-engagement programs (internal / external) and other supportive services will be optioned.
- Students affected by homelessness or Out-Of-Home care will have specific supportive provisions attached, where their absenteeism will be monitored on a case-by-case basis.
- Parents need to utilise COMPASS to verify or communication (in advance) their child's absence.
- Independent students not living with parents or guardians are also required to provide notes.
- The designated Pastoral Care teacher will telephone parents of absent students if communication from parents is not forthcoming.
- Unexplained or inadequately explained absences will cause the designated staff member to communicate with parents and the student involved so as to implement strategies that will resolve the problem.
- Ongoing unexplained absences, or lack of cooperation regarding student attendance will result in a formal attendance conference being organised, to instil supportive measures towards attendance.
 - Unresolved attendance issues of post-compulsory students may include discussion about alternate educational settings and / or ongoing enrolment at Alkira SC.
 - 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 our CASES database and communicated to the Department of Education.
- The Department of Education and enrolment auditors may seek student attendance records.
- 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 the wider community each year as part of the Annual Report.

Evaluation:

This policy will be reviewed as part of the College's three-year review cycle.

This policy was last ratified by School Council in **June 2016**