

## 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 Example School 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 Weeroona College Bendigo.

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 Weeroona College Bendigo 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* (Cth) 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.

Students are expected to attend Weeroona College Bendigo during normal school hours every day of each term unless:

- there is an approved exemption from school attendance for the student

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<sup>1</sup> | This policy will be reviewed in March 2024.

- the student has a dual enrolment with another school and has only a partial enrolment in Weeroona College Bendigo or
- the student is registered for home schooling and has only a partial enrolment in Weeroona College Bendigo for particular activities.

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

Weeroona College Bendigo 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 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 are committed to attending school every day, arriving on time and are ready to learn. Our students are encouraged to approach their advisor or community leader and seek assistance if there are any issues that are affecting their attendance.

Weeroona College Bendigo 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 explanations for any absence.

Parents will communicate with the relevant staff at Weeroona College Bendigo about any issues affecting their child's attendance and work in partnership with the school to address any concerns.

Parent will provide a reasonable explanation for their child's absence from school and endeavor to schedule family holidays and other activities outside of school hours.

### **Supporting and promoting attendance**

Weeroona College Bendigo's *Student Wellbeing and Engagement Policy* supports student attendance.

**Weeroona College Bendigo** must record attendance in every class. This is necessary to:

- meet legislative requirements
- discharge Weeroona College Bendigo's duty of care for all students

Attendance will be recorded by classroom teachers 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.

**Recording absences**

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

Parents/carers will notify the College of their child's absence by logging into Compass and following the prompts to fill out the details of any absences listed on the Compass home screen. They can also phone the Absence Line or send an email.

The Attendance Officer will contact the relevant Learning Advisor/Learning Community Leaders regarding an absence that they become aware of that is of a serious or of a long term nature (for example: death of a family member, serious illness).

Teachers in charge of an excursion or event are required to provide a list of attending students to the Attendance Officer at least 24 hours prior to departing. Teachers are to note that this is to be entered as a Compass Event by themselves or the Attendance Officer. On the day of the excursion or event, a list of students should be marked using the Compass Event prior to leaving.

If a teacher is unable to mark the roll on the Compass Event they are asked to make a prior arrangement with the Attendance Officer to receive a manual list before the day of the excursion.

Class teachers are asked to ensure that the roll for their class is marked within 20 minutes of the class commencing.

Instrumental Music teachers will mark a roll for the participating student on Compass.

Parents/carers will be sent an SMS at 12noon daily, if their child is absent in Session 1 or 2. If a student is absent in Session 3 or 4, an SMS will be sent at 4pm. Parents/carers will also be sent an SMS at 4pm daily, if their child is marked as late to any class.

**Managing non-attendance and supporting student engagement**

All staff are expected to follow the WCB 3 plus days student absence process.

