Help for non-English speakers

If you need help to understand the information in this policy please contact the college administration office.

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'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
- 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. Ours 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 and any concerns.

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

Supporting and promoting attendance

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

Recording 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.

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, Weeroona College Bendigo will notify parents by push

notification via Compass on the same day of the unexplained absence, allowing time for the parent to respond.

Weeroona College Bendigo 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 Weeroona College Bendigo 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

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 the student's file.

Parents will be notified if an absence has not been excused.

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

Where absences are of concern due to their nature or frequency, or where a student has been absent for more than five days, Weeroona College Bendigo 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
- implementing a Student Absence Learning Plan for students who will be absent for an extended period
- arranging for assistance from relevant wellbeing staff members

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 Weeroona College Bendigo 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 Loddon Campaspe 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.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

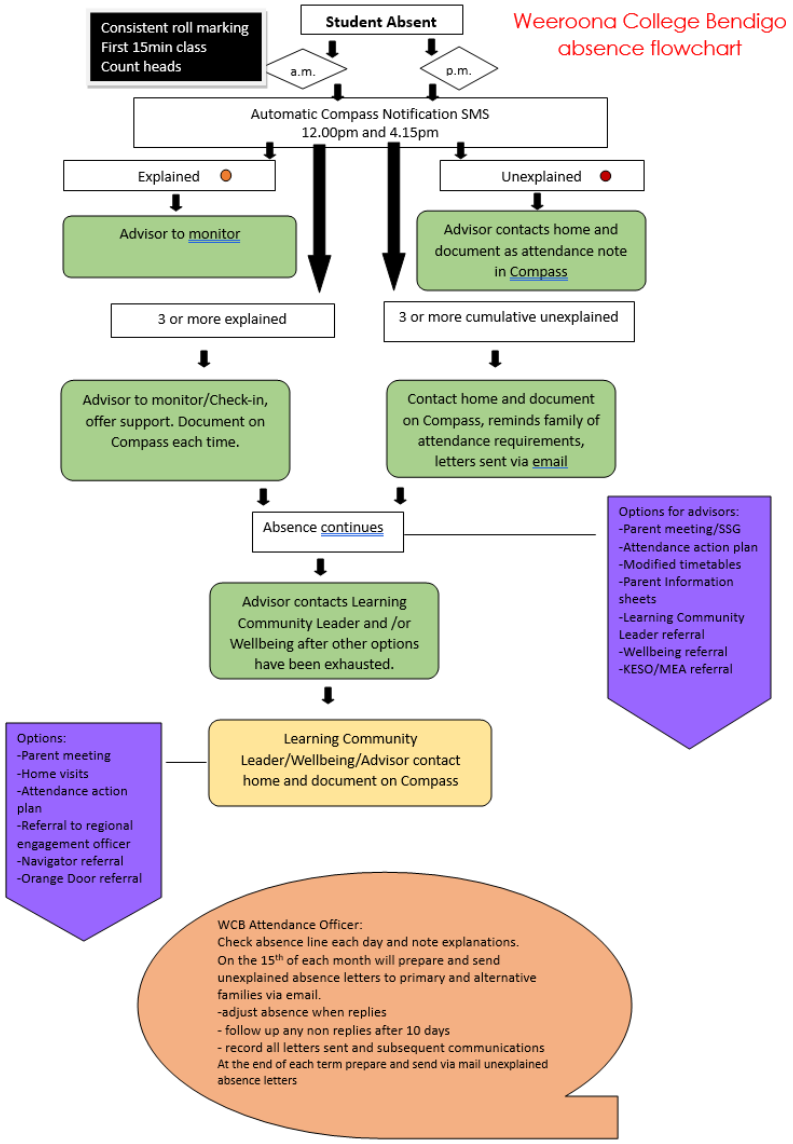
- Available publicly on our school's website
- Included in staff induction processes
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Reminders in our school newsletter
- Hard copy available from school administration upon request

MORE INFORMATION AND RESOURCES

- The Department's Policy and Advisory Library (PAL): Attendance

POLICY REVIEW AND APPROVAL

Policy last reviewed	January 2024

Approved by	Principal
Next scheduled review date	January 2027

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