

Cann River P-12 College

ATTENDANCE POLICY



PURPOSE

The Department of Education and Training (DET) requires that children of school age (six to seventeen years) are 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.

Daily school attendance is important for all children and young people to succeed in education and to ensure their academic, social and emotional growth. It is important that children develop habits of regular attendance at an early age.

School participation is important as it maximises life opportunities for children and young people by providing them with education and support networks. School also helps people to develop important skills, knowledge and values which set them up for further learning and participation in their community.

AIMS

The purpose of the Attendance Policy is to:

- maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly, and without unnecessary absences
- ensure regular lateness is minimised as the cumulative effect can have an impact on student learning
- minimise absences as this often means students miss important stages in the development of topics, causing them to find catching up difficult
- ensure all enrolled students are attending school unless reasonable and valid grounds exist for them to be absent.

IMPLEMENTATION

Parents/carers have a responsibility to ensure that their children attend school regularly, and are only absent if ill or if absolutely necessary. Parents/carers have a further responsibility to notify the college of any absences with an explanation as to why the absence has occurred in writing or through text or phone call to the school.

A student is required to attend school on any given school day and is also expected to attend all offsite curriculum programs or other activities organised by the college. This may include excursions or camps.

Parents/carers are required to notify the college of a student absence by a note, text or phone.

Home group and classroom teachers take the roll in home group and all other classes. This information is used within the college, forwarded to the Department of Education and Training, and student attendance and absences are recorded on the semester 1 and 2 student reports.

Further information on the attendance requirements for students completing a VCE subject or VET course are contained in the VCE Policy Handbook.

The college closely monitors attendance. Office staff will contact parents on the day of any unscheduled student absences.

Prolonged or unexplained absences will usually mean that strategies are put in place and a meeting with the parent, child, wellbeing Coordinator and form teacher will take place. IF this is not

successful other agencies maybe engaged to help the student return to school for example school counselling.

Attendance Requirements

Cann River P/12 College understands that our rural location makes it sometimes unavoidable to have absences form school due to medical, dental and shopping appointments.

In general, it is expected that principals would approve absences for:

- medical and dental appointments, where out of hours appointments are not possible or not appropriate
- bereavement or attendance at the funeral of a relative or friend of the student, including a student required to attend Sorry Business

VCE (Year 11 and 12) Attendance

Attendance in VCE classes ensures that our students have access to instruction and set work in order to keep up to date with their studies. While the college understands that some absences are unavoidable due to health, medical, legal or family reasons, students in Years 11 and 12 are required to attend 80% of scheduled classes to satisfactorily complete a unit of study.

An approved absence may be:

- an illness which requires medical treatment and for which there is a valid medical certificate
- An illness that means the student is not fit to attend classes or may be infectious a communication from a parent is necessary (not always a possibility to obtain a medical appointment or a medical certificate in Cann River)
- an approved college excursion or sporting event or
- a serious problem which the VCE Coordinator has been notified, and which can be shown to have resulted in the student suffering significant hardship

Medical Certificates:

- If you are absent from school, you must if possible submit a valid medical certificate from a doctor to the VCE Coordinator.
- If you are absent from school on the day of a SAC you **must** produce a valid medical certificate from a doctor for the absence to be approved.
- The Medical Certificate must be dated **for the day of the absence and cannot be back dated.**

REVIEW CYCLE

This policy was last updated in May 2022 and is scheduled for review in Sept 2025