

Cann River P- 12 College

Attendance Policy



Help for non-English speakers
If you need help to understand the information in this policy please contact the school on 03 5158 6245 or email cann.river.p12@education.vic.gov.au

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 Cann River P-12 College 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 Cann River P-12 College. 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 Cann River P-12 College, 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 Cann River P-12 College 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 Cann River P-12 College, or
- the student is registered for home schooling and has only a partial enrolment in Cann River P-12 College for particular activities.

Both schools and parents have an important role to play in supporting students to attend school every day. Cann River P-12 College 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 school 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 prepared to learn. Our students are encouraged to approach a teacher and seek assistance if there are any issues that are affecting their attendance.

Cann River P-12 College parents have a responsibility to ensure their child/children attend school on time every day. 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, phone call to the school or through the COMPASS portal.

Supporting and promoting attendance

Cann River P-12 College's *Student Wellbeing and Engagement Policy* supports student attendance. 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 (DE), and student attendance and absences are recorded on the semester 1 and 2 student reports.

Cann River P-12 College uses COMPASS as a resource for attendances. If a student is absent when the roll is marked, a text message is automatically generated and sent to the parents, they can then login to COMPASS and mark the absence with an explanation. Parents are required to notify the college of a student absence by a note, logging in to COMPASS or phone.

The college closely monitors attendance. Office staff will contact parents on the day of any unscheduled student absences. If contact cannot be made with the parent (due to incorrect contact details), the school will attempt to make contact with any emergency contact/s nominated on the student's file held by the school, where possible, on the day of the unexplained absence.

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 Cann River P-12 College counselling.

Attendance Requirements

Cann River P/12 College understands that our rural location makes it sometimes unavoidable to have absences from 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. Attendance requirements for students completing a VCE subject or VET course are contained in the VCE Policy Handbook.

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.

Students participating in study with external providers

Cann River P-12 College may enter arrangements with external providers to deliver part of the Victorian Certificate of Education (VCE), or the Victorian Pathways Certificate (VPC). External providers may include:

- TAFE providers
- Private providers (RTOs)
- Registered schools, including both government and non-government that are also RTOs, and Learn Local providers that are also RTOs.

Cann River P-12 College will enter into a written agreement between the school and the external provider detailing the responsibilities of each party including how the attendance of students will be managed and monitored between the parties. Cann River P-12 will appoint a member of staff to monitor the attendance on students studying with external providers upon entering into any agreement. The external party must provide the services consistent with the Department's Policies and Procedures on Supervision and Purchasing Secondary Courses and Vocational Training from External Providers.

Medical Certificates:

- If a student is absent from school, they must, if possible, submit a valid medical certificate from a doctor to the VCE Coordinator.
- If a student is absent from school on the day of a SAC, they **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**.

COMMUNICATION

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

- Available publicly on our school's website and in student handbooks
- Included in staff induction processes and staff handbooks/manuals
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- 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	September 2024
Approved by	Principal
Consultation/Noted	School Council September 2024
Next scheduled review date	September 2027