

Attendance Policy

Date Reviewed	16 th June 2020, 7 th December 2020
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Author	Trish Bulluss
Approved By	Principal Class
Approval Authority (Signature & Date)	<i>Gail Hardman</i> 7.12.2020
Responsible for Review	Assistant Principal
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References	DET Student Wellbeing and Engagement Policy

RATIONALE

The Department of Education and Training (DET) has very clear policies and guidelines in relation to student attendance at school.

It is crucial that children and students develop habits of regular attendance at an early age; even from the time they are enrolled in a pre-school setting. Poor patterns of attendance place students at risk of not achieving their educational, social and psychological potential and they may be disadvantaged in the quality of choices they are able to make in later life situations.

The "It's Not OK To Be Away" initiative emphasises the importance DET is placing on improving student attendance rates in all Victorian schools.

Seymour College will provide a safe and supportive environment where young lives will be transformed through a love of learning. Seymour College will be an educational centre which will offer students skills and opportunities to ensure they achieve their best and are successful throughout their lives.

Guiding principles:

To achieve to the best of their abilities, Seymour College sets high expectations for all students. It is expected that all students take full advantage of their educational opportunities, including regular attendance.

Students of compulsory school age (5 - 17 years) residing in Victoria are required to be in full time attendance at a government or registered non-government school unless they are receiving approved home tuition, have shared enrolment with a specialist setting, have received an exemption from the Regional Director or are enrolled in correspondence education.

At Seymour College we believe that student success is determined by good attendance at school. Students need to attend school regularly in order to participate fully and gain maximum benefit from their education.

BELL TIMES	
Period 1	9:00 – 10:15
Period 2	10:20 – 11:35
Break 1	11:35 – 12:05
Period 3	12:05 – 1:20
Break 2	1:20 – 1:55
Period 4	2:00 – 3:15

AIMS

- Maximise the attendance of all students
- Support families in achieving regular attendance for their children
- Provide a documented process which supports the early detection and identification of causes of student non-attendance
- Identify and support all students at risk of non-attendance
- Support staff in monitoring and following up all absences
- Ensure that every child gains full access to their educational opportunities
- Ensure the efficiency and accuracy of data collection for school, legal and audit requirements.

IMPLEMENTATION

The following procedures are in place regarding student attendance.

- Seymour College will maintain an accurate online roll marking system from Foundation to Year 12
- SMS messages are sent to parents at 9-30 am and 2-30pm on a daily basis
- Staff keep accurate attendance records
- Student under 85% attendance is viewed weekly by the Wellbeing Team
- Teachers and Year Level co ordinators alert Wellbeing team if a student is absent for 3 days
- Compass chronicle alert is set for Principal class, wellbeing team and Year level co ordinators
- Parents are required to be accountable for their child's absence
- The student will be accountable for their attendance
- Student attendance will appear on their IEP, interim and semester based reports
- When student attendance consistently falls under 80% attendance or attendance is deemed to be of concern, a formal student support group meeting involving parents will be held.

EXPECTATIONS

Attendance depends on active cooperation between the school, parent/carers and the student. Whilst the primary responsibility for meeting the legal requirement for student attendance rests with the parent/carer, Seymour College has the responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance. Seymour College has the responsibility to provide an engaging and safe environment for all students. **Being at school on time is just as important as being at school every day.**

IMPLICATION OF POOR ATTENDANCE

Students Foundation to Year 6 who fall under 80% attendance, a student support group meeting will be arranged and a student absence plan will be created.

Students in Years 7 – 10 who have more than 8 days unapproved absence per semester **may** be unable to satisfy the requirements of the subject unless the Year Level Leader makes a special recommendation to the Principal.

Students in Years 11 – 12 (VCE, VET & VCAL) who have more than 8 days unapproved absence per semester **may be unable** to satisfy the requirements of 50 hours of attendance per course, as required by the VCAA. The Senior School student manager will convene an academic review panel chaired by the Principal or nominee. The student, parents and relevant staff are to ensure that the student has satisfied the course requirements set by the VCAA.

If your child is absent or ill:

1. Contact Seymour College on (03) 57711300 and leave a message. Clearly state your child’s name and class and the reason for the absence
2. Log in to Compass student Manager and explain attendance
3. Email seymourcollege@edumail.ivc.gov.au
4. If you do not contact the College a note **MUST** be sent with your child on the day they return to school, outlining the reason for the absence. This should be given to the main office, Primary classroom teacher or in Secondary sector, given to the Year level co ordinator.

If your child is absent or ill for more than 8 days per semester:

1. Contact the College and ask to speak to your child’s classroom teacher or mentor teacher
2. Explain the reason for the absence
3. A meeting will be organised to arrange for a student absence plan to be developed.

If you are going on an extended family holiday, which is more than 8 days.

1. Contact the College as soon as your holiday arrangements are made. Notification of an extended family holiday should be given at least one term prior to the holiday date
2. Ask to speak to your child’s classroom teacher or Year level co ordinator
3. Write a letter explaining the reason for the absence and the expected return to school date for your child.

If your child is leaving the College:

1. Contact the College as soon as you are aware that your child will be leaving
2. Provide a written letter, addressed to the College Principal, stating the date of your child’s last day at the College and which school they will be transferring to. This should be handed to the Main Administration Office
3. Transfer paperwork will then be prepared by the College for you to sign.

If you are having difficulty getting your child to school:

1. In Secondary school, contact your child’s Year level co ordinator and arrange a meeting to discuss the matter.
2. In Primary Sector, parents are advised to contac the class room teacher.

ATTENDANCE: Guide to number of days absence

Attendance Rate:		Days Absent:	
Late Arrivals:		Early Departures:	
95 – 100%	90 – 95%	85 – 90%	Less than 80 – 85%
Congratulations <i>Your child can expect to achieve his/her maximum learning potential with this attendance rate. He/she has the potential to build and maintain strong friendships.</i>	Satisfactory <i>Your child’s absences may be making it difficult for him/her to achieve his/her full potential.</i>	Attention required <i>Your child is missing valuable learning time. It is likely that your child will find it difficult to keep up with his/her school work. Your child may not be achieving his/her potential in the classroom.</i>	At risk <i>Your child is at risk of <u>not</u> achieving the ‘minimum’ learning expectations in relation to his/her potential. He/she is also at risk of losing connection with his/her peers.</i>

Being at school on time is just as important as being at school every day.

We are aware that during this half-year your child had a medical condition that has impacted on attendance.

EXPECTATIONS

- This policy will be reviewed as part of the College's review cycle.
1. This policy will be made available on the College's website.
 2. This policy was reviewed on

07/12/2020

Child Safe Standards

"Victorian government schools are child safe environments. Seymour College actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards. The College's Child Safety Code of Conduct is available on the school's website."