

# Attendance Policy

2021-2022

---

## Statement

The Education Department requires that children of school age (six-seventeen years) are required to be in full-time attendance at a government or registered non-government school unless formally exempt. Our school requires that post-compulsory aged students also attend school unless a valid reason exists.

While consistent attendance at school is important at all levels of school, attendance in years 11 and 12 is a critical issue. Obviously, from a general educational point of view, missing classes can be detrimental to a student's progress. In addition to this, the assessment requirements of the VCE and VCAL make it essential that students have regular attendance. Students are required to complete the majority of assessment tasks in class under their teacher's supervision. Absence from such sessions without proper reasons could lead to receiving no marks for the SAC and non-completion of a study.

## Purpose

The purpose of this policy is:

- to maximise student learning opportunities and performance by ensuring that students required to attend school do so regularly, and without unnecessary absences
- that regular lateness is minimised as the cumulative effect of this has a major impact on learning and socialisation
- ensure that VCE and VCAL students meet VCAA attendance requirements

## Guidelines

### All Students:

- education is a sequential process. Absences often mean students miss important stages in the development of topics, causing them to find 'catching up' difficult
- absenteeism contributes significantly to student failure at school
- all enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent
- parents have access to the Compass portal to monitor student attendance in all classes
- parents will be sent a text message after Period 1 to notify of a student's unexplained absence
- parents have a responsibility to ensure that their children attend school regularly, and are only absent if ill or if absolutely necessary. Parents have a further responsibility to access the Compass portal explaining why an absence has occurred
- year level coordinators will be responsible for monitoring and investigating student absences.
- parents of students who are to be absent are required to telephone the school before 9:00am to report the absence or use the Compass portal
- unexplained or inadequately explained absences will cause the relevant Year Level Coordinator to communicate with parents and the student involved so as to implement strategies that will resolve the problem
- students that are absent for 2 consecutive days will be contact by the

Hampton Park

SECONDARY  
COLLEGE

Respect, Learning, Working Together

relevant Year Level Coordinator

- all student absences are to be recorded each period by teachers
- the Department of Education and enrolment auditors may seek student attendance records
- student attendance and absence figures will appear on student half year and end of year reports
- aggregated student attendance data is reported to the Department of Education and Training and the wider community each year as part of the annual report

### **Year 10-12 Students:**

- year 10-12 students must attend a minimum of 90% of organised classes to be eligible for a pass in the subject
- year 10-12 students who are not meeting the 90% attendance requirement will be required to complete redemption, this will be monitored and arranged by the relevant YLC
- year 10-12 students are allowed to have 4 parent/caregiver approved absences per semester: any absence after that they are required to provide a medical certificate to explain their absence
- if a student is absent on the day of a SAC they are required to provide a medical certificate to be allowed to sit the SAC for marks.

### **Evaluation**

This policy will be reviewed every three years, with recommended changes being presented to College Council. This policy was last reviewed in 2020 and is scheduled for review in 2022