



ATTENDANCE POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the general 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 Korumburra Secondary 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 Korumburra Secondary College. 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 Korumburra Secondary College, parents and School Attendance Officers under legislation or the School Attendance Guidelines.

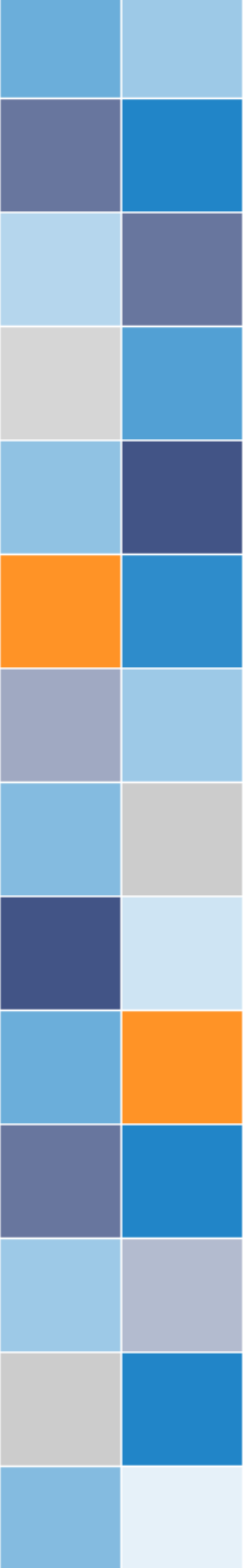
DEFINITION

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 Korumburra Secondary 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 Korumburra Secondary College, or
- the student is registered for home schooling and has only a partial enrolment in Korumburra Secondary College for particular activities.

Both schools and parents have an important role to play in supporting students to attend school every day.

Korumburra Secondary 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 approach a teacher and seek assistance if there are any issues that are affecting their attendance.

Korumburra Secondary College 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 valid explanations for any absence.

Parents will communicate with the relevant staff at Korumburra Secondary College about any issues affecting their child's attendance and work in partnership with the school to address any concerns.

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

Supporting and promoting attendance

Korumburra Secondary College's *Student Wellbeing and Engagement Policy* supports student attendance.

Our school also promotes student attendance through the mentor program, extra-curricular activities, the ACE program and breakfast club.

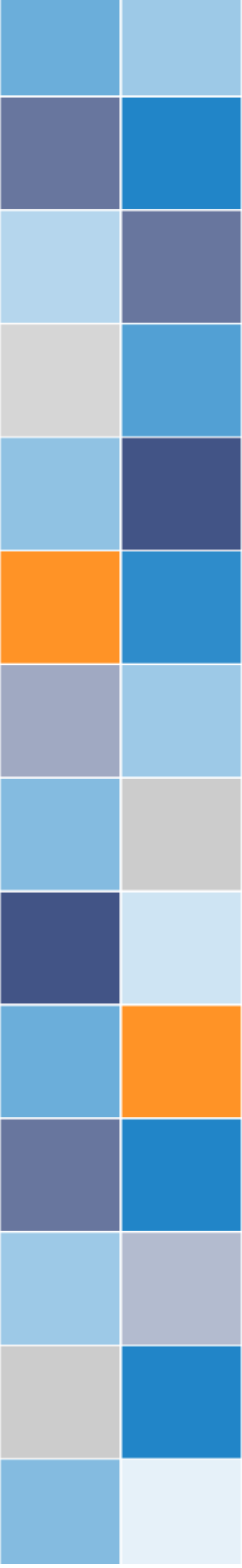
Recording attendance

Korumburra Secondary College must record attendance in every class. This is necessary to:

- meet legislative requirements
- discharge Korumburra Secondary College's duty of care for all students
- meet Victorian Curriculum and Assessment Authority requirements for VCE students

Attendance will be recorded by the classroom teacher at the start of each lesson/period] 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 should notify Korumburra Secondary College of absences by:

- Contacting reception if it is an unplanned absence
- Informing the year level leader if it is a planned absence

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, Korumburra Secondary College will notify parents by SMS/push notification message, email or telephone. Korumburra Secondary College will attempt to contact parents as soon as practicable on the same day of the unexplained absence, allowing time for the parent to respond.

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.

Korumburra Secondary College 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 Korumburra Secondary College considers that the parent has provided a **reasonable excuse** for their child's absence the absence will be marked as '**parent choice, school approved**'.

If the school determines that no reasonable excuse has been provided, the absence will be marked as '**parent choice, school unapproved**'.

The Principal has the discretion to accept a reason given by a parent for a student's absence. The Principal will generally approve:

- 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 and an Absence Learning Plan is developed

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.



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, Korumburra Secondary College 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 student wellbeing staff

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 Korumburra Secondary College 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 South East 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 (or insert other online parent/carer/student communication method)
- Included in staff induction processes
- Included in staff handbook/manual
- 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

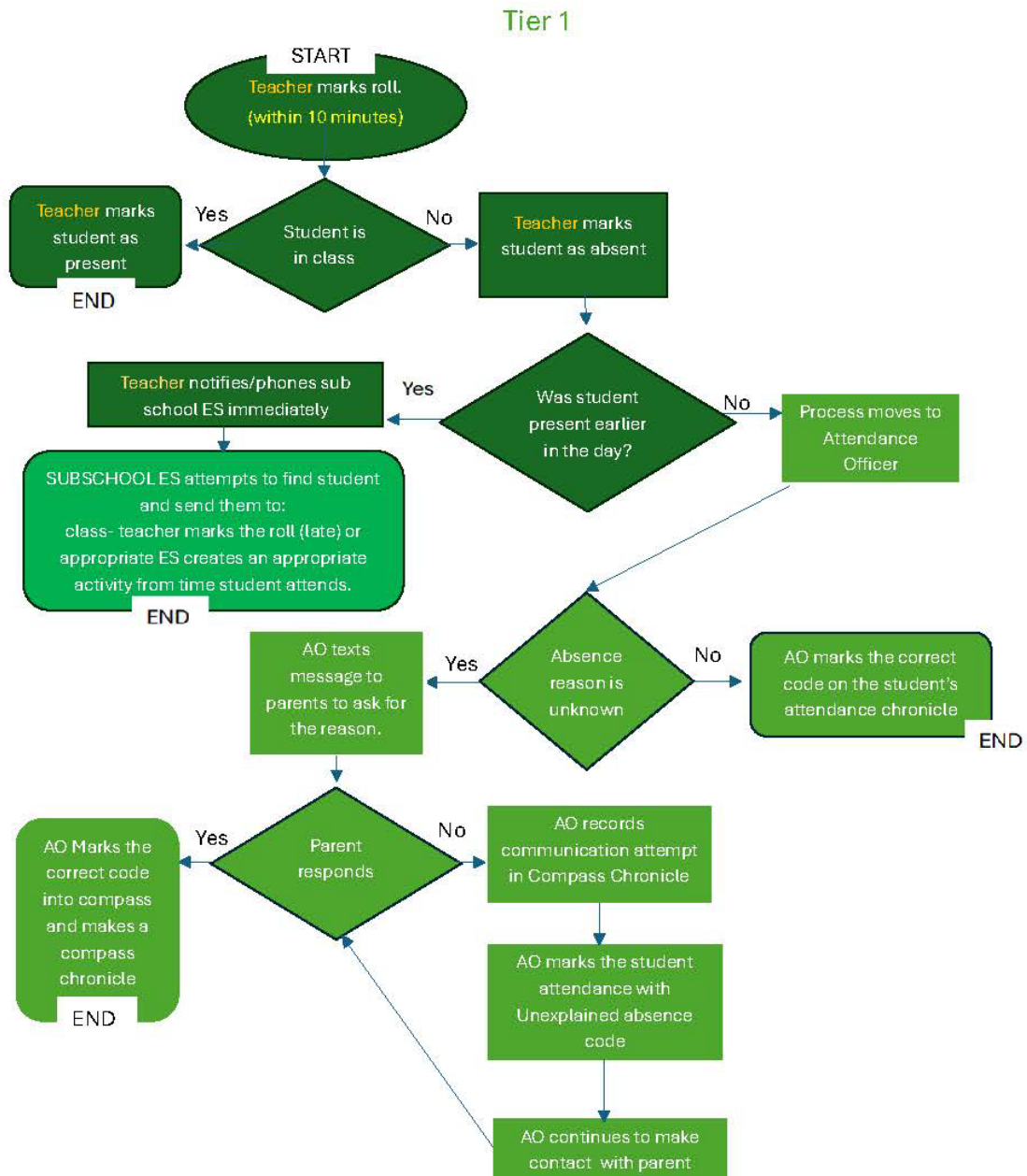
Policy last reviewed	May 2026
Consultation	Attendance Implementation Team 29/04/2026
Approved by	Principal
Next scheduled review date	May 2030

APPENDIX A – TIERED RESPONSE TO NON ATTENDANCE



KSC Tiered Response to Non-Attendance Flowchart

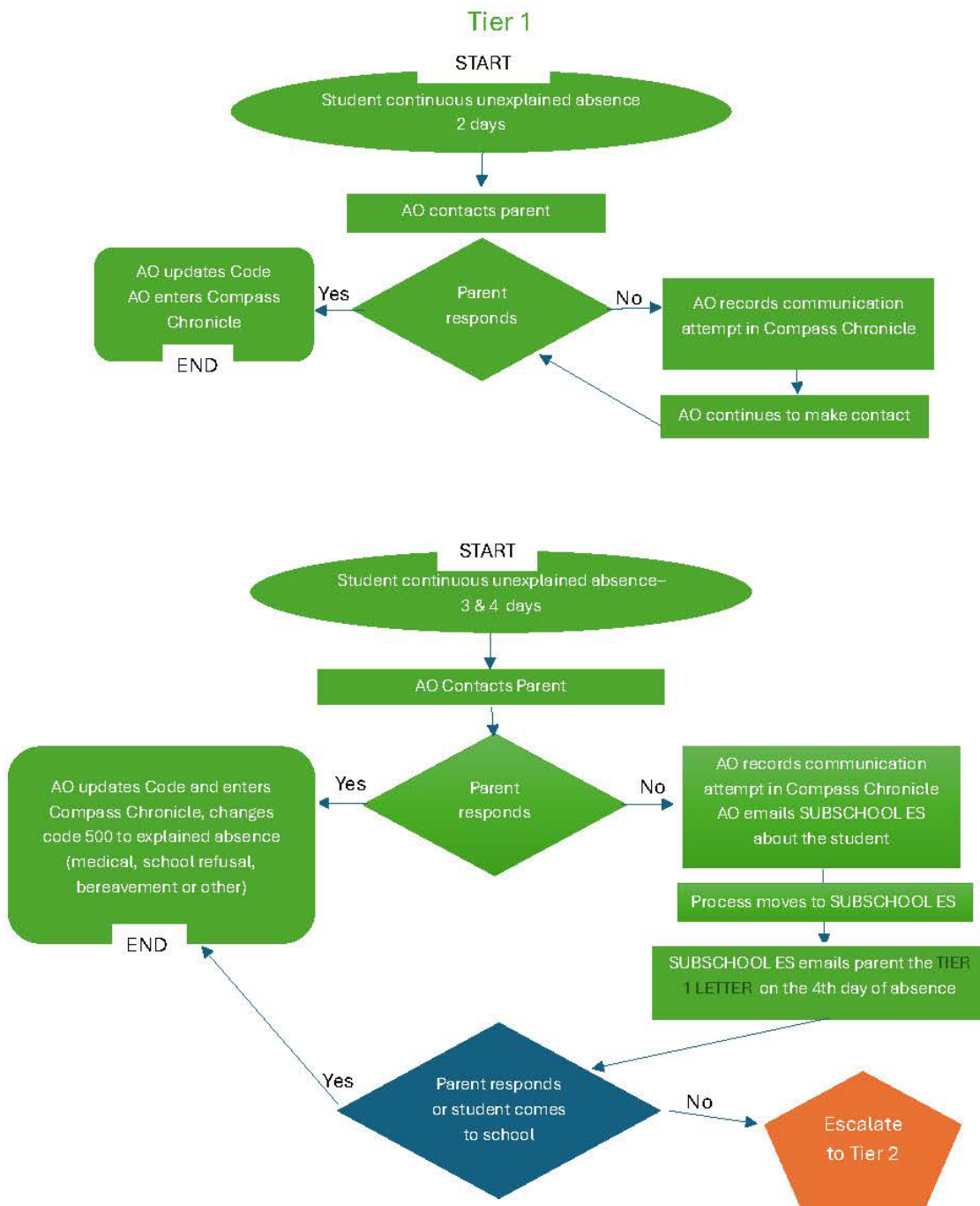
To support students with consecutive and unexplained days of absence (May 2026)





KSC Tiered Response to Non-Attendance Flowchart

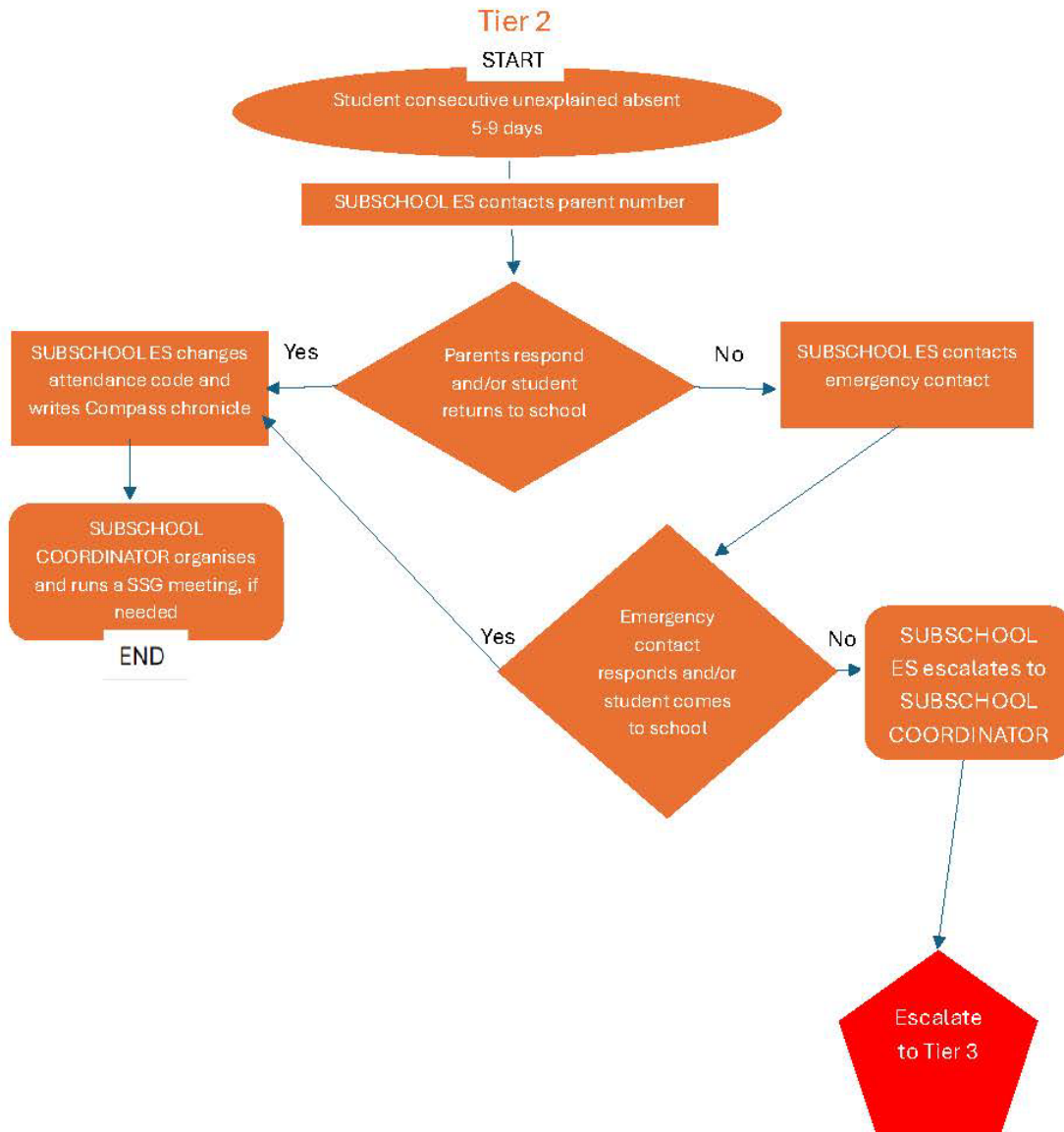
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KSC Tiered Response to Non-Attendance Flowchart

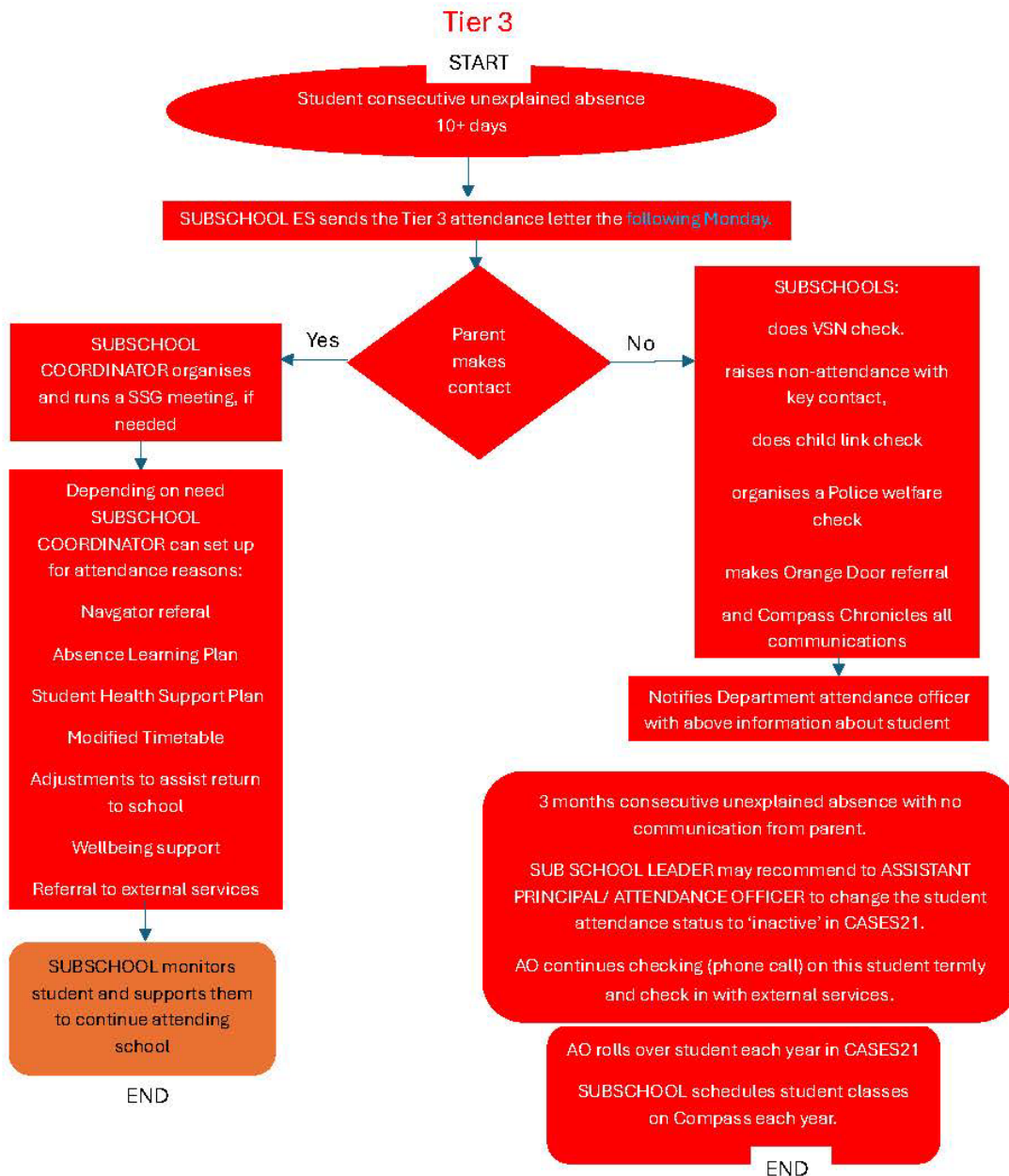
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KSC Tiered Response to Non-Attendance Flowchart

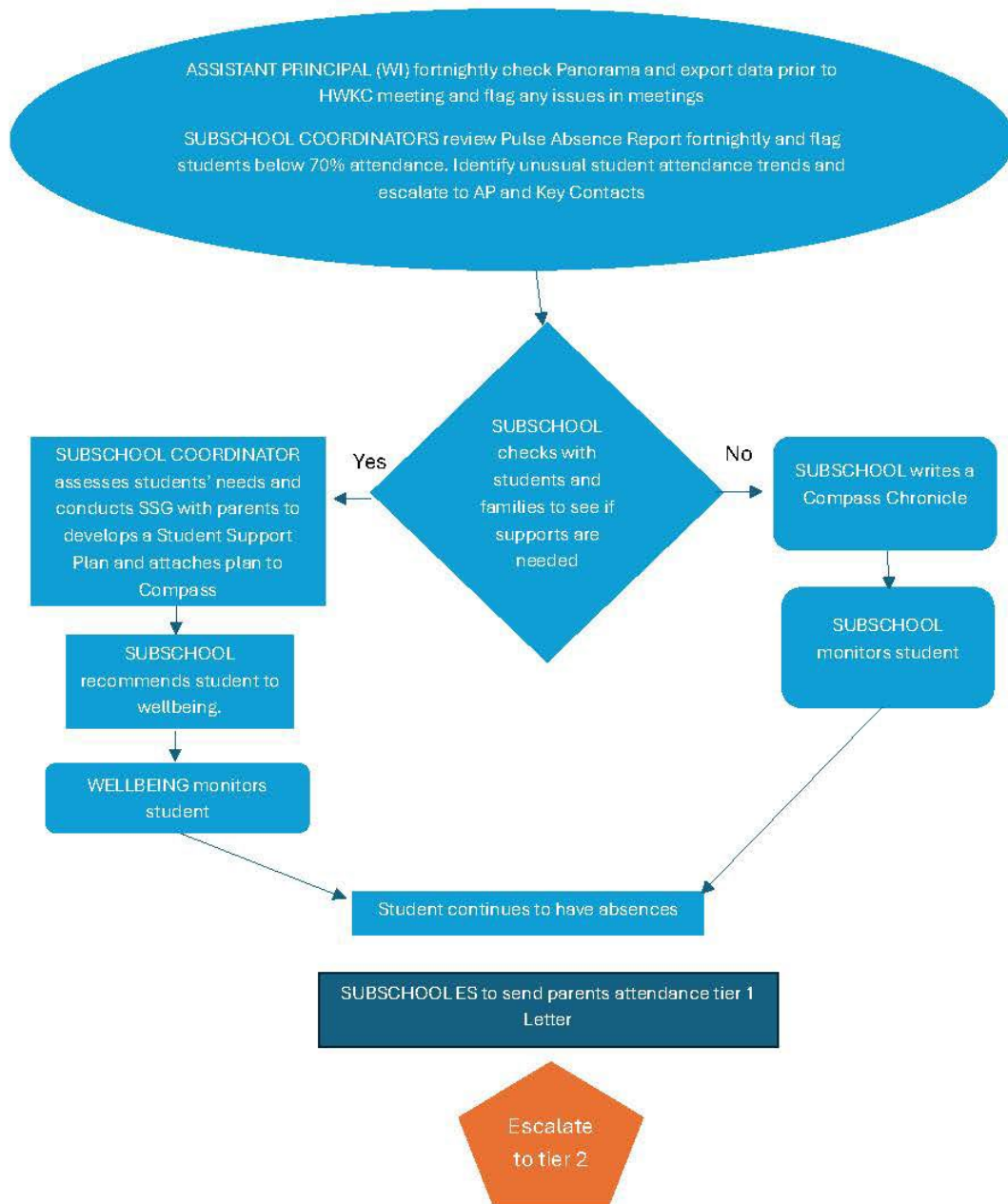
To support students with consecutive and unexplained days of absence





KSC Proactive Attendance Data Review Process

To support students with chronic absence but not consecutive or unexplained



APPENDIX B - ATTENDANCE CODES EXPLAINED



Click here to return to
ALL CODES at a glance



Medical, health and wellbeing

Code	Description	Advice
Medical or illness 200*	<p>Student is not at school because they:</p> <ul style="list-style-type: none"> are unwell due to a physical or mental health concern and this is impeding their ability to be at school and learn have been injured or become unwell at school and have been sent home are in hospital have a chronic health condition or pain have menstrual or pelvic pain are receiving treatment for head lice (refer to the Head Lice policy on PAL). 	<p>Before approving an absence, a principal can take steps to confirm that the student is ill.</p> <p>A medical certificate is generally not required. However, a principal may, at their discretion, request one.</p> <p>Where a student has an ongoing health condition, this may result in ongoing absences or medical appointments during school hours. Schools are encouraged to work with parents/carers in these instances. This can support the student's attendance and engagement with their education.</p> <p>For students with a longer-term medical condition requiring an absence of 3 months or more, see 'Inactive Status'.</p>
Health and wellbeing, on-site 204	<p>Student is at school but not in their allocated class as they are:</p> <ul style="list-style-type: none"> in sick bay attending an on-site appointment (for example, Doctors in Secondary School), a dental appointment (for example, Smile Squad), NDIS support at school, or counselling with the school's Mental Health Practitioner attending a dedicated wellbeing (or other) space for support (for example, spending time in the Wellbeing Coordinator's office) undertaking a school-based re-engagement activity or support outside of the classroom but on the school site. 	<p>If consent for a student to access an on-site health and wellbeing service or support has been provided by the student, as per the department's mature minor policy, student privacy must be considered when recording the student's attendance. If necessary, the student's attendance at this time could be recorded using code 100 – Present, rather than using the health and wellbeing code.</p>
Healthcare appointment, off-site 205*	<p>Student is not at school as they are attending:</p> <ul style="list-style-type: none"> an appointment with a medical practitioner a dental appointment an allied health appointment or assessment (including an NDIS appointment) counselling another medical appointment, off-site. 	<p>If a student has frequent healthcare appointments and/or medical absences, the school may consider seeking additional information about the student's condition, why they require significant time away from school and how the school can support the student's return.</p>
School refusal or school can't 208*	<p>Student is not at school as they are experiencing significant emotional distress around attending school and the parent/carer and school are working together to support the student and address the issues and barriers to attendance.</p>	<p>If the school and parent/carer are not working together, schools must record the absence using code 806 – Parent choice, school unapproved.</p>

* **Accountable absence**



Family and culture

Code	Description	Advice
Bereavement 211*	Student is not at school as they are: <ul style="list-style-type: none"> attending a funeral away due to the death of a friend or family member. 	Offer support as required. If the absence is related to Sorry Business use code 212 .
Sorry Business 212*	Student is not school as they are gathering with their family due to grief or loss within the Koorie community.	For more information, please refer to Coding Koorie cultural absences .
Extended family holiday 804*	Student is not at school as they are on an extended family holiday. Their parent/carer has received prior approval from the principal for the absence and a Student Absence Learning Plan has been considered.	If the requirements for an extended family holiday absence are not followed, record the absence using code 806 – Parent choice, school unapproved For short-term holidays, such as long weekends, a parent choice absence code (i.e. 806 or 807) must be used at the school's discretion.
Religious or cultural observance 805*	Student is not attending school due to religious or cultural observance.	If the absence is related to Sorry Business use code 212 .
Parent choice, school unapproved 806*	Student is not at school and their parent/carer has: <ul style="list-style-type: none"> provided a reason for the absence (for example, shopping, visiting friends), but the school does not consider this a reasonable excuse provided a reason for the absence, but approval has not been sought in advance or in accordance with school policy or conditions of approval (for example, requirements for extended family holiday or school refusal or school can't) advised the school that their child is unable to attend due to a requirement to work in the family business (for example, farm work, in a restaurant or shop) advised the school that the student is attending private tutoring or a re-engagement program that is not organised by the school. 	If the reason provided has not been accepted, advise the parent/carer of this in writing.
Parent choice, school approved 807*	Student is not at school and: <ul style="list-style-type: none"> their parent/carer has provided an absence reason that does not align with any other code. Parent/carer has sought and received approval from the principal. the school has been advised that this is due to a public transport-related strike, and the student is unable to find alternative transport for that day. 	This includes special circumstances, unavoidable causes, unforeseen circumstances, or an ill family member. It can include when a student is unable to get to school due to an emergency or a critical incident, provided that the school is aware of the situation.

* **Accountable absence**