
Attendance Policy



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Wantirna College on 03 9801 9700 or wantirna.co@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 Wantirna 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 Wantirna 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 Wantirna 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 Wantirna 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 Wantirna College, or
- the student is registered for home schooling and has only a partial enrolment in Wantirna College for particular activities.

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

Wantirna 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.

Wantirna 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 Wantirna 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

Wantirna College's Student Wellbeing and Engagement Policy supports student attendance.

Our school also promotes student attendance by:

- Setting high expectations around attendance.
- Providing regular information in the College newsletter, Compass and communication forums to inform the school community of the importance of school attendance and the related processes and procedures.
- Implementing regular goal setting tasks for students to monitor and promote attendance.
- Positive reinforcement through acknowledging and celebrating students of outstanding attendance.
- Ensuring that an accurate register of student attendance is maintained across the College.
- Offering a range of clubs and activities such as Breakfast Club to build student engagement and connectedness.
- Establishing strong and positive relationships with parents / carers through regular communication and engagement from their child's Transition Support / Explore Teacher.
- Regularly monitoring and analysing school attendance data.
- Establishing clear staff roles and responsibilities in creating an engaging and inclusive learning environment and supporting students to attend school every day.

Recording attendance

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

- meet legislative requirements
- discharge Wantirna 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 (first 10mins). Classroom teachers will ensure students who arrive late at the College are marked present upon their arrival to class to ensure they are included on the daily attendance register.

If students are in attendance at a school approved activity, the teacher in charge of the activity will record them as being present.

Students who must leave the College before the end of the day are required to notify the school.

- Prior to the day, parents will update their child's attendance on Compass to indicate that the student is leaving school early.
- Alternatively, parents will provide a written explanation to the General Office on the morning of the early departure.
- Students will not be excused from class without approval shown on Compass

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 Wantirna College of absences by:

- adding an 'Attendance note' for their child via the attendance section on Compass.

If parents are unable to add an 'Attendance note' to their child's Compass, parents are to provide verbal or written explanation (handwritten or email) and/or a medical certificate regarding student absences on the day the student returns to the College. Any written/signed absence notes should be handed to the General Office before school and will be entered into Compass.

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, Wantirna College will notify parents by SMS. Wantirna 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.

Wantirna 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](#) (Vic) and the [School Attendance Guidelines](#).

If Wantirna College considers that the parent has provided a reasonable excuse for their child's absence the absence will be marked as '**excused absence**'.

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

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

- 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

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.

Any student who leaves the College before their last class of the day must sign out at the General Office even if they are intending to return. Parents must have approved the student's part day absence.

Parents will be notified if an absence has not been excused.

Attending school every day, arriving on time and ready to learn.

Students who arrive at school after 8.45am must ensure that the reason for their lateness is explained to the College via Compass or a note/phone call/email from their parent/carer. If no written explanation is provided on arrival or via Compass one must be provided within 24 hours. Parents can approve the late arrival as per details above. If no explanation is provided by the parent within 10 school days, the lateness will be recorded as an 'unexplained absence'.

A student's late arrival to class will be recorded on Compass by the classroom teacher. Where appropriate, students who arrive late to class will undertake 'time in' with the classroom teacher at recess or lunch. Students with

unapproved absences or ongoing late arrivals to class may result in an afterschool community service to make up lost learning time.

Students are encouraged to approach a teacher or member of the sub school or wellbeing team for support and seek assistance if there are any issues that are affecting their attendance.

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, Wantirna 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 sub schools.

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 Wantirna 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 *region* Victoria Region 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
- 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

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- [Attendance](#)

POLICY REVIEW AND APPROVAL

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| Policy last reviewed | 15/04/24 |
| Approved by | Principal |
| Next scheduled review date | April 2028 |