



# PROCEDURES FOR ATTENDANCE



*The Department of Education (DE) 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 DE is placing on improving student attendance rates in all Victorian schools.*

*At Mount Ridley College, the following procedures are in place regarding student attendance.*

## **If your child is arriving late:**

1. Parents must sign their child in at the office and provide a reason for the late arrival.
2. Students in the Early Years Mini School must be signed in at the Early Years Mini School Office by a parent. A reason must be noted for the late arrival.
3. Students in the Junior, Middle and Senior Years Mini Schools must sign in at the relevant Mini School Office to receive a late pass. A note explaining the reason for the late arrival must be provided when signing in, otherwise a redemption session will be given for that day.
4. If a note is not provided on the day, one must be provided to the relevant Mini School Office the following day.

## **If your child is leaving early:**

1. *Early Years Students:* A note must be provided either the day before, or the morning of the early dismissal of your child. This should be provided to the classroom teacher or mentor teacher and must clearly state the time you will be collecting your child.

*Junior, Middle and Senior Years Students:* A note must be provided either the day before, or the morning of the early dismissal of your child. Students should provide this to the relevant Mini School Office to enable an Early Leavers pass to be generated.

2. At the time specified on the note, your child will be called/taken to the Early Years Mini School Office (for students in Prep – 4) or the Main Administration Office (for students in Years 5 – 12) to wait for you to collect them. Arriving earlier than stated on the note to collect your child is extremely disruptive and therefore discouraged.
3. Parents must sign their child out at the Early Years Mini School Office (Prep – 4) or the Main Administration Office (Years 5 – 12) before they will be allowed to leave the College early.
4. Senior Years students over the age of 15 years (Years 10 – 12) may sign themselves out at the Main Administration or Senior Years Office with **written permission from a parent/guardian**.
5. Students will not be dismissed after 3:00pm. If you need to collect your child early it must be prior to this time, or you must collect them at the normal time of 3:10pm.

### **If your child is absent or ill:**

#### **For 1-2 days:**

1. Contact the College Absence Line on 8338 3636 and leave a message. Clearly state your child's name and class and the reason for the absence. Parents/carers can also provide approval of absences via Compass.
2. If you do not contact the College Absence Line or utilise Compass, 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 classroom teacher or mentor teacher, or handed in to the relevant Mini School Office.

#### **For 3 or more days:**

1. Contact the College Absence Line on 8338 3636 and leave a message. Clearly state your child's name and class and the reason for the absence. Parents/carers can also provide approval of absences via Compass.
2. Send a note with your child on the day they return to school, outlining the reason for the absence, and attach a medical certificate. This should be given to the classroom teacher or mentor teacher, or handed in to the relevant Mini School Office.

#### **For more than 10 days:**

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 Learning Plan to be developed.

### **If you are going on an extended family holiday (more than 10 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 mentor teacher.
3. Write a letter explaining the reason for the absence and the expected return to school date for your child.
4. A meeting will be organised to arrange for a Student Absence Learning Plan to be developed.

### **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.

#### **How many days has your child missed this semester?**

0-6	<i>This is within normal range. A child with this attendance rate is able to take full advantage of the teaching and learning opportunities available to them.</i>
7-10	<i>This attendance rate is below average. A child with this attendance rate could miss over one year of learning between prep and year 10.</i>
11-20	<i>This is a poor attendance rate. A child with this attendance rate could miss out on up to two years of learning between prep and year 10.</i>
20+	<i>This is a very poor attendance rate. A child with this attendance rate could miss over two and one half years of learning between Prep and Year 10.</i>