

Attendance Policy

RATIONALE

Regular school attendance is vital for learning.

AIM

The aim of this policy is to ensure that our students attend school every day.

GUIDELINES AND IMPLEMENTATION

Our students are expected to attend **ALL** timetabled classes and remain at school all day. Students are not to leave the school during the day unless they have approval. Students' whose attendance falls below 80% in any class will be contacted by the class teacher and the House Leader will be alerted. Our Attendance officer will also play a role in monitoring attendance, parents/carers may be notified daily by phone if students are absent. Staff will also celebrate excellent attendance at regular intervals throughout the year.

VCE Attendance: The total attendance for a Unit of Study is an important factor in determining satisfactory completion of the Unit. All VCE/VCAL Units require 50 hours of class time, which equates to 70% of timetabled classes in any given subject sequence. Students that fall below the 70% mark will be unlikely to be able to attain an 'S' in any given unit.

7-10 Attendance: Students will be contacted at 80% attendance by the classroom teacher and the House Leader will be alerted. Should attendance fall below 70%, the House Leader will begin working with the students and families through Student Support Group meetings.

Approved and unapproved Absences

Unapproved absences (e.g. not explained by a doctor's certificate) may result in a disciplinary consequence as well as contributing to an unsatisfactory result. Excessive unapproved absences of more than five days consecutively may be referred to the Department of Education and Training. This may put Centrelink/Youth Allowance payments at risk.

Approved reasons for absences are:

- **Medical certificate** (to be provided within five business days to Administration Office)
- **Bereavement**–House Leader must be informed in writing within five days
- **School choice**–anything (School activities including school sports representation) approved by the House Leader prior to absence. A Later Years (Year 10-12) Approved Absence Form must be completed
- **Religious/Cultural Observance**– One day only and House Leader to be informed in within five days

Unapproved reasons for absences from classes are described as:

- **Illness**–Parent Approval **without** a medical certificate
- **Parent Choice Unauthorised** - E.g. visiting relatives, going shopping, missed the bus, family matters, **religious/cultural observance (if more than one day)**, driving lessons/license/permit tests, extended holidays (Year 11 & 12 students), concerts, Deb Ball preparation or being a carer for a relative without appropriate documentation
- **School Refusal/Truancy**

Approved Absences are to be approved at the Administration Office upon return to school by a medical certificate (not Statutory Declaration). **It is the student's responsibility to ensure that absences are approved.** All absences are recorded as unapproved until an acceptable explanation is received. Parents/Carers may be notified daily by phone if students are absent.

Attendance data for students and parents/carers is available and can be monitored by staff, students and parents/carers in real time. Parents/Carers can log onto the Compass system via their details that have been provided upon enrolling. You can contact the Administration Office for these details at any time.

Students should also make it their responsibility to seek out work missed during their absence; where an absence is known in advance students should inform their House Leader and their class teachers so that work may be obtained for the known absence.

Class teachers will monitor absences and inform the parents/carers and the House Leader of students who have not been attending class or who are at risk of not meeting the attendance requirements. At times, when needed, a meeting may be convened between the parent/carer, student, classroom teacher and House Leader.

Review/Appeals: Where a student fails to meet the attendance requirements over a number of VCE Units, they will be required to meet with an attendance panel where their enrolment and pathway will be reviewed. The Principal has the option of making a discretionary decision regarding a student's attendance, enrolment and pathway, within this process.

What should you do if you are at an official College activity?

If your absence is for a College excursion, sport or extra-curricular activity, or any other activity connected to your studies the organising teacher will give you an **Absence Approval** form at least one or preferably two weeks in advance. You will need to hand this form to all your teachers whose classes you will miss and get them to sign it and then submit this completed form to the teacher responsible for the activity for their signature.

Please note the following:

- Teachers will only sign the form if you are up to date with your work
- You are NOT to attend the excursion/activity unless the form has been signed by all of your teachers
- It is your responsibility to complete the work and / or negotiate a time to complete the assessment if required

When a student is absent from school they can access the work via Compass or by emailing their teachers.

Family Holidays

Families taking extended holidays during school terms can complete the set class work that is posted on Compass and submit it on-line for feedback. However, teachers will not supply extra work or different work to complete.

When on family trips students are encouraged to:

- Keep a diary or journal for reflection and practice writing in different forms (eg personal, narrative, poetry, expository etc)
- Use a drawing book; sketch sites and places visited; keep a visual diary
- Keep a scrap book including clippings from local newspapers, magazines, postcards, advertisements etc that reflect the place/culture

- Complete daily Maths activities (times tables, number skills, reading timetables, exchange money, Mathsletics etc.)
- Explore the history and culture of places they visit
- Keep an online digital portfolio eg <https://web.seesaw.me/>

When a student is absent from school they should access the work via Compass and by emailing their teacher.

PROCESS

- Parents/Carers may be notified daily by phone if students are absent.
- Class teachers will contact students who have failed to attend less than the required 80% in any class per semester. The teacher will inform the House Leader and, where required, a meeting will be convened between the parent/carer, student, classroom teacher and House Leader
- When a student accumulates 20% of unapproved absences, the classroom teacher of the unit will again make contact with the student and parent/carer
- When the student has accumulated 30% unapproved absences the classroom teacher will contact the student and parent/carer in writing and explain the consequence of an N result
- Where a student fails to meet the attendance requirements over a number of units, they will be required to meet with one of the Assistant Principals or their House Leader where their enrolment and pathway will be reviewed
- The Principal has the option of making a discretionary decision regarding a student's attendance, enrolment and pathway, within this process
- Parents/Carers are invited to make contact with their child's House Leader to discuss any extenuating circumstances around their child's absences

POLICY EVALUATION

This Policy will have an annual minor review and a triennial major review as per "[Policy Database](#)" document.

RATIFICATION

This policy was endorsed by the MFG College Council:

Date: 16/04/2018

Council President: Juliet Williams

Principal: Michelle Crofts