



MORDIALLOC COLLEGE

# Attendance Matters A Parent's Guide

A BETTER CHOICE IN EDUCATION

Inspiring Tomorrow's Leaders



◆ PERSONAL BEST ◆ INTEGRITY ◆ RESPECT ◆ RESPONSIBILITY



2022

## Why attendance at school is so important

**School is better when you're here; when you miss school, you miss out.**

Students develop good habits by going to school and being on time every day—habits that are necessary to succeed beyond school, whether in the workplace or in further study. As well as academic development, attending school every day helps your child develop crucial social and emotional skills such as good communication, resilience and the ability to work in teams.

*Children and young people who regularly attend school and complete Year 12 have better health outcomes, better employment outcomes, and higher outcomes across their lives.*

**There is no safe number of days for missing school** — each day a student misses puts them behind, affecting their educational outcomes. Research confirms there is a strong link between poor attendance and adverse student outcomes like early school leaving, poverty, drug and alcohol use, unemployment, criminal activity and poorer health and life expectancy.

*A child missing one day a fortnight will miss four weeks in a year, and more than a year of school by Year 10.*

For some parents, 90% attendance may seem like an acceptable level of attendance, but the reality is that 90% attendance means that your child will miss half a school day each week, or 19 days of school a year; that's nearly 4 weeks of school. If your child is regularly late to school, this not only adds up to many days of lost learning, but interrupts the teacher, and the whole class of learners, as they enter the room late and need help to get started. **Unless you are so sick you can't get out of bed or there is an event like a funeral, you should be at school, on time.** There are no other reasons to be away from school.

The Mordialloc College Attendance Policy can be found on the College website.

## What the law says

It is your responsibility to ensure your child attends school every day. In accordance with the *Education and Training Reform Act 2006*, schooling is compulsory for children and young people aged from 6 - 17 years.

Parents/guardians must ensure the child attends school at all times when the school is open for instruction. Parents and guardians need to notify the school as soon as possible of a student absence. **Family holidays, medical and health appointments should be made either before or after school or during the school holidays.**

Learn about your responsibilities and what you can do to help your child's attendance at:

<https://www.education.vic.gov.au/parents/going-to-school/Pages/attendance-missing-school.aspx>

### Parents can improve student attendance

Remember that **every school day counts**. Don't let your child stay home unless genuinely sick. Attendance is expected at all Mordialloc College scheduled events, such as classes, sports carnivals, incursions, excursions, camps, study group, End of Year Activities. Exams, Parent Teacher Conferences, etc. If it is on their Compass schedule they must attend.

Mordialloc College wants to work in partnership with parents— if you have any concerns about your child's attendance and connectedness to school, **contact your child's Home Group / Mentor Teacher or Year Level Coordinator** and ask for advice and support.

- **Talk positively about school** and the importance of attending every day.
- **Book family holidays, routine medical and dental appointments and birthday celebrations during the weekend or the 12 weeks of school holidays, not on a school day.**
- **Establish routines**, teenagers should:
  - Have a set time to go to bed
  - Leave electronic devices out of bedrooms, and don't use at least 30 minutes before sleeping
  - Pack bags the night before, get uniform out.
  - Have a nutritious breakfast
- Expect your child to go to school, instead of allowing them to stay home to finish an assignment, discuss with them how to improve their study habits and time management.
- **Use Compass** to help your child plan their study; avoid late nights catching up.
- Be aware of your teenager's social contacts. **Peer influence can lead to skipping school**, while students without many friends can feel isolated.
- Set clear parameters around **part-time work and sport commitments**. More than 10 hours per week will impact on their ability to go to school on time, or interfere with assessments.
- If your child is home very sick, don't allow it to be a fun day by letting them play their devices.

If for any reason your child must miss school:

- Inform the College via Compass or telephone as soon as possible. Do NOT give student access to parent login code.
- Find out what work your child needs to do to keep up by contacting teachers through Compass and checking Learning Tasks and Resources.
- If a student is absent due to illness for an extended period of time an Absent Learning Plan will be required.

## College Process

Mordialloc College will ensure timely and appropriate intervention in accordance with the Department of Education and Training's expectations. This includes a series of steps in addressing absenteeism:

1. Parents of students who are absent during periods 1 or 2 will be notified at 12:00 each day by SMS. Parents should notify the College office on 9580 1184 to authorise this.
2. After three days of consecutive absence a Year Level Coordinator will contact home to check in on the student and if support is necessary.
3. If a student's attendance falls below 80% a letter will be sent home noting the unapproved absences
4. If absenteeism does not improve, the school will notify the Department of Education ( Southern Regional Office) who will issue a further letter and could issue fines to parents/carers for absenteeism of students

**In the event of a student having a significant financial, social, wellbeing or health issue, the College works directly with the student and family to support them through the underlying issue which may be affecting attendance at school. If a student is not attending school for other reasons, we will encourage you to work with us to establish the cause of the concern, and document a support strategy.**

**Adequate attendance is integral to the successful completion of units of study. Students who fall below 90% VCE Compliant / School percentage will be in jeopardy of receiving an overall N for the semester subject, unless special consideration has been granted.**

**Student attendance and absence figures will appear on student progress checks, conducted three times each semester, as well as on end of semester reports. Twice a term attendance letters will be sent home identifying students in Years 7-12 with attendance concerns; below 80% VCE Compliant / School Percentage.**

## A note for students

Right now, being at school is your most important job and you're building habits that you'll take into adulthood. While it might not seem obvious, when you come to school you are learning about more than just Maths and English. You're learning all sorts of skills like working in teams and meeting deadlines that will help you when you're an adult. If you can't show up to school every day and on time, how will you cope with work?

There's a lot of evidence showing that young people who attend school more frequently have better outcomes after school too. This means they earn more money, have better job prospects, are less likely to misuse drugs and alcohol, and are generally healthier and live longer.

Sometimes it can be hard to get to school. You might feel overwhelmed by work or things might be tough with your friends. Maybe you really dislike a teacher or things at home aren't great. Perhaps you're feeling down or anxious and don't even really know why.

Whatever the situation is, staying away from school isn't the answer. There are lots of ways people want to help. Try talking to:

- Your parents or another adult family member.

- A trusted teacher
- Your Home Group Teacher, Mentor Teacher, or Year Level Coordinator
- Mordialloc College Wellbeing Team member or a health professional (e.g. GP or Psychologist).
- Another trusted adult.

If all of that isn't enough to convince you to be at school every day, being away also means you also miss out on hanging out with your friends. Believe it or not, everyone wants you at school and it really is better when you attend.

### Getting to school on time

Each day scheduled classes start at 8.55am. For students to be prepared and seated in class they should **be at school by 8.40am**. Teenagers don't always have the skills to manage their time in the morning, meaning parents must work with students to develop a routine which allows them to be at school by 8.40am. A large number of our students catch public transport or walk to school. If parents must drive students we suggest they are dropped a short distance from the school to avoid congestion and allow for extra exercise.

### Finally

Please join us in creating positive learning partnerships, engaging students in school, and safe guarding futures. Most of the information in this booklet can be found in more detail on the Department of Education and Training website at :

<https://www.education.vic.gov.au/parents/going-to-school/Pages/attendance-missing-school.aspx>

A copy of the College Attendance policy can be found on the Mordialloc College website in School Policies.

For further school based support please contact your child's Home Group/ Mentor Teacher or Year Level Coordinator. For external support, you may find these contacts helpful:

- **Kids Matter** - [www.kidsmatter.edu.au](http://www.kidsmatter.edu.au)
- **Youth Beyond Blue** - [www.youthbeyondblue.com.au](http://www.youthbeyondblue.com.au)
- **Headspace** - [www.headspace.org.au](http://www.headspace.org.au) or **e-headspace** - [www.eheadspace.org.au/](http://www.eheadspace.org.au/) for online counselling and support
- **Reach Out** - [www.au.reachout.com](http://www.au.reachout.com)
- **Raising Children Network** - [www.raisingchildren.net.au](http://www.raisingchildren.net.au)
- **Kids Helpline**—1800 55 1800 24 hours a day, 7 days a week or web counselling
- **Parent Line** - 1300 30 1300 (8am to 10pm 7 days a week) and web counselling Tuesdays and Thursdays between 11am and 2pm.

more over page...



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## Compass for monitoring and recording absences

After reading and understanding the information in this booklet, you probably won't have to do this as often now! In the event that your child is too sick to get out of bed, or there is another unforeseeable event such as a funeral, please follow the steps below:

1. Do you have your parent log in details?

If needed, call Mordialloc College Administration on **9580 1184** to get your details; ensure these details are kept private from your child. Students have their own log in details and should never have access to parent log in. Check Compass regularly for attendance matters.

<https://mcsc-vic.compass.education/>

or use the school website and Compass link at the bottom of the front page

<http://www.mcsc.vic.edu.au/>

2. Log into website

3. Home page

The screenshot shows the Compass P-12 Portal home page. At the top, there is a navigation bar with icons for home, calendar, edit, grid, users, and star, and a user profile for Mrs Molly WEASLEY. The main content area is divided into two columns. The left column is titled 'Welcome to the Hogwarts P-12 Portal' and contains instructions for parents to keep their contact details up to date. Below this, there are two user profiles: Ron WEASLEY and Ginny WEASLEY. Each profile has a list of links for actions like 'Profile (Attendance, Schedule, Reports)', 'Send email to [child's] teachers', 'Add Attendance Note/Approval (Approved Absence/Late)', 'View Academic Reports', and 'Book Parent Teacher Interviews'. There is also a '1 overdue learning task' indicator for each. The right column is titled 'Compass' and features a 'My News' section with several items: 'Reports are available through Ginny's profile or by clicking here', 'Insights Cycle Open' (requesting feedback), 'Course Confirmation/School Payments' (available for completion), 'Event Consent/Payment Required' (2 events), and two 'Attendance: Attendance Note/Approval Required' notifications for Ron and Ginny, both recorded as 'not present' or 'late' without explanation. A yellow callout box with an arrow points to these notifications, stating 'Unapproved absences requiring parent attention will show in the News Feed on the right'. Another yellow callout box with an arrow points to the 'Add Attendance Note/Approval' link in the Ginny profile, stating 'For adding future absences (e.g. Known specialist appointment) use link here'. The bottom of the page has a yellow bar with the number '6'.

## 4. Updating unapproved absences

Student: Ronald (Ron) WEASLEY, 12A, Year 12

Dashboard | Schedule | Learning Tasks | **Attendance** | Reports | Analytics | Assets | Insights

Summary | Notes/Approvals | **Unexplained** | Arrival/Departure | Full Record

Not Present/Late: Unexplained

2. Explain with Note/Approval Filter: All Print Unexplained Letter

Activity Name	Start	Finish	Pd	Location	Staff	Status
<input checked="" type="checkbox"/> DISTANCEED1	29/09/2016 08:00 AM	29/09/2016 09:00 AM	07		JDLF	Not Present
<input type="checkbox"/> DISTANCEED1	26/08/2016 08:30 AM	26/08/2016 09:30 AM	UNASSIGNED		JDLF	Late

Attendance Note/Approval Editor

Note/Approval Details

Person: Ronald WEASLEY

Reason: Enter a reason... (Medical selected)

Details/Comment: **Medical**  
Student is not at school for medical reasons.

**Dentist**  
Includes dentist, orthodontist, or similar.

**Bereavement**  
Includes funeral, death in the family, absence due to a death.

Important Notice

1. Tick the relevant date/

2. Click 'Explain with Note/Approval'

3. The 'Attendance Note / Approval Editor' pop up box appears; make relevant selection and save

## 5. Setting future absences

Harry POTTER

- Profile (Attendance, Schedule, Reports)
- Send email to Harry's teachers
- + Add Attendance Note/Approval (Approved Absence/Late)
- View Academic Reports
- Book Parent Teacher Interviews

Attendance Note/Approval Editor

Note/Approval Details

Person: Harry POTTER

Reason: Parent Choice

Details/Comment: fauly Broomstick

Important Notice

In clicking 'Save', you understand, certify and accept that you are a listed parent/guardian for this child, and the information above is correct; and this online approval does NOT constitute a medical certificate; and students enrolled in VCE are required to submit a medical certificate to the school in addition to this approval; and any fraudulent action or intentional misuse of this feature may result in administrative, criminal and/or civil action against you (by your registered school, affiliated entities and/or the product issuer).

Start: 17/05/2016 08:00 AM

Finish: 17/05/2016 05:00 PM

Potentially Affected Sessions

Activity	Start	Finish
EN013C (English Unit...	17/05/2016 08:50 AM	17/05/2016 09:47 AM
EN013C (English Unit...	17/05/2016 09:51 AM	17/05/2016 10:48 AM
PH033A (Phys cs Unit...	17/05/2016 11:12 AM	17/05/2016 12:09 PM
PH033A (Phys cs Unit...	17/05/2016 12:13 PM	17/05/2016 01:10 PM
HI133B (History Revo...	17/05/2016 01:58 PM	17/05/2016 02:55 PM

1. Select relevant reason

1. Select relevant dates

3. Save



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