



Edinburgh College

Attendance &

Absence Policy

Document History

This policy is to be ratified by the School Council on April 2022

The life cycle of this policy is three years.

Rationale

To fit within the expectations of school attendance prescribed by Victorian law - *Education and Training Reform Act 2006* - children and young people of compulsory school age (six to seventeen years) resident in Victoria are required to be in full-time attendance at a government or registered non-government school unless they are receiving approved home tuition, have a shared enrolment with a specialist setting, have received exemption from the Regional Director (Schools) or are enrolled in correspondence education.

As continued absences from school are likely to have a deleterious effect on academic performance the following policy describes the process taken at Edinburgh College.

Implementation

1. All enrolled students are expected to attend all of each school day.
2. Secondary rolls are marked at the beginning of the day (8.50am at Home Room or Assembly) and at the commencement of each class.
3. Primary rolls are marked at the beginning of the first lesson each day and the beginning of the lesson directly after lunch in the afternoon.
4. Attendance, absences and lateness are recorded by teachers on SEQTA Learning management System.
5. In regard to absences noted, office personnel will each morning notify parents or guardians of their son/daughter's absence and seek and record the reason given or apparent for the absence of the student from the school.
6. Parents or guardians of absent students are required to provide a written note, detailing the reason/s for absence. These notes are to be retained by Home Room (Secondary) or Class (Primary) teachers.
7. Absence notes and records on SEQTA are retained permanently as part of attendance records.
8. Once combined absences reach 10%, pro rata, parents or guardians may be notified to express concern. If absences continue the student's eligibility for enrolment at the college, and/or progression to the next year level, may be put at risk.

9. Absences may be considered at the discretion of the Head of School or VCE Coordinator in consultation with the student's teachers.
10. In the case of prolonged absences, the Head of Campus, Head of School, and/or Behaviour, and VCE Coordinator will, after consulting with the teacher, attendance records and the student, decide upon a strategy to be employed in consultation with the student, the family and the teachers involved.
11. Strategies include:
 - SEQTA Direct or telephone contact with parents
 - Counselling sessions for parents and/or students
 - School attendance as a prerequisite to extra-curricular activities
 - TPB4L Tier 2 / 3 support
 - Attendance rewards
 - Awards for regular attendance will be a regular feature of whole school assemblies (Merits).
 - Ongoing absentee issues will be reported by the Principal, or his/her representative, to the appropriate welfare and government agencies.