

# Monbulk College

**Policy:**

**Date Ratified:**

**Date of last Review:**

**Attendance**

**November 2018**

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## **BASIC BELIEFS:**

Monbulk College believes that:

- Students enrolled at Monbulk College are required to attend school every day to optimise their opportunities academically, socially and developmentally.
- *Student learning outcomes are maximised by regular school attendance.*
- Schooling is compulsory for children and young people aged 6-17 years unless an exemption from attendance or enrolment has been granted. Exemptions include approved home tuition, a shared enrolment with a specialist setting or distance education. Exemptions must have approval from the Regional Director or Victorian Registration Qualifications Authority (VRQA).

## **AIMS:**

Monbulk College:

- Will support regular school attendance by creating a safe, supportive learning environment where all students experience success through active participation and engagement
- Will put into place agreed processes for monitoring and managing student absences within the school
- Is committed to supporting students and families where a student is at risk of absenteeism
- Will articulate high expectations to the College community through:
  - Regular communication with parents/guardians about expectations for attendance
  - The promotion of regular school attendance improves student outcomes and opportunities

## **IMPLEMENTATION PROCEDURES:**

All enrolled students are expected to attend all scheduled classes.

Teachers mark the attendance roll at 8.55am each day during Period 1 classes or Extended Home Group (Wednesdays) and for each scheduled class.

Attendance records are entered into Compass by teaching staff, monitored by Assistant Principals and automatically updated to CASES21 daily.

Absence records are documented on Compass and are emailed home daily in accordance with DET requirements.

Parents/Guardians of absent students are required to confirm reasons for their child's absence in approval entered directly on Compass, written note, email or phone call. Written notes should be directed to the College General Office.

Where students are absent consecutively for 3 days without explanation, contact home should be made by the College.

Staff members are to bring to the attention of the Team Leaders any student whose attendance is irregular or whose absences appear unwarranted.

Team Leaders should:

- Follow up student absences weekly
- Address patterns of absence and follow up Teacher reports of student absences concerns
- Contact Parents/Guardians where there is concern regarding student attendance

Team Leaders, after checking attendance records and consulting with the teacher, student, and parent/guardian, should decide upon a strategy to be employed to improve attendance.

Absenteeism is often indicative of other problems including lack of school engagement and family issues. Support strategies employed will be determined on a case-by-case basis and may include:

- regular phone/email contact with parents
- counselling sessions for parents/guardians and/or students
- home visits
- formation of a student support group
- development of Individual Attendance Plan
- making regular school attendance a prerequisite for extra-curricular activities
- Regular attendance rewards.

Ongoing absenteeism issues will be reported to the Assistant Principal, and if unresolved, to the appropriate welfare and government agencies. If unresolved, the College will report the student to DET Student Engagement and Attendance Officer at NEVR.

### **Responsibilities:**

#### **Students**

- To attend all classes.
- To inform Team Leader and subject teachers of known extended absences and seek information about work missed.

#### **Teachers**

- To maintain the class attendance roll for every period every day
- To follow up consistent lateness and refer concerns to Year Level Team Leader
- To show concern for students who are absent – ask them where they were and supply work missed.
- To create school activities on Compass for events where student attendance in class may be affected (e.g. SRC Meeting, Monitors etc.)
- To monitor students and seek support from team leaders if concerned about a particular student.
- To email or post on Compass lists of students attending Excursions/Camps to all staff at least 48 hours prior to the activity taking place to inform teachers around upcoming student absence from classes

#### **Parents/Guardians**

- To encourage their child to attend school every day
- To inform the school, on the day, their child will be absent, or where possible, in advance of the anticipated absence
- To provide a reason via approval on Compass, written note, phone call or email to explain any student absence, lateness or reason to leave early.
- In the event of absence, including extended absence, parents/guardians should ensure that the College is informed and student is supported by seeking information about work missed and support an expectation around continued learning.

- To plan family holidays during school holidays

#### **Attendance Officer / Administration**

- Monitor student class changes and ensure that corrections are made to classes for roll marking accuracy
- Check in student late arrivals and early leavers through the General Office
- Enter reported Absences on Compass each day.
- Enter details of Absence Notes (written notes are located box at the Office, emails and/or phone calls).
- Enter Prior Notification of absences on Compass including Excursion/Camp lists.
- Send out Student Absence Letters once per term, asking for notes/absence explanation where they have not been supplied.
- Place a newsletter item early term one reminding parents/guardians that a note, email or phone contact is required for any absence or early leavers.

#### **Team Leaders**

- To coordinate, monitor and support home group teachers, teachers, students and parents/guardians in the implementation of attendance procedures and policy.
- To support the progress of ‘students at risk’ of irregular school attendance, in collaboration with the Student Wellbeing Coordinator.
- To investigate reasons why students are absent from class without an appropriate reason, and inform parents/guardians as required
- To undertake random checks of classes in regard to attendance

#### **Principal class**

- Monitor and analyse school attendance data to identify student attendance patterns using Compass for early identification of students at risk of poor attendance and disengagement from school
- Place regular Newsletter Article regarding student attendance
- Monitor daily attendance and roll marking through Compass.
- To oversee and support administration/office staff, team leaders, home group/pastoral teachers, teachers, students and parents/guardians in the implementation of attendance procedures and policy.
- Refer persistent attendance issues to DET Student Engagement and Attendance Officer at NEVR as outlined in the School Attendance Guidelines 2018.

#### **References**

- School Attendance Guidelines 2018
- [DET Attendance Policy](#)
- Education Training Reform Act 2006
- Education Training Reform Regulation 2017
- Every Day Count Resources - <http://www.education.vic.gov.au/school/principals/participation/Pages/everyday.aspx>
- Monbulk College Student Engagement Policy

<b>Approved By</b>	School Council
<b>Approval Authority (Signature &amp; Date)</b>	<i>M Uren</i> 14/11/2018
<b>Responsible for Review</b>	Assistant Principal – Policy and Planning Sub-Committee
<b>Next Review Date</b>	June 2019 (annually)