

# Murrayville Community College Attendance Policy

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## Rationale

In Victoria students of school age (6 to 17 years) 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 or are enrolled in correspondence education.

## Aims

- To enable students to maximise their full educational potential and to actively participate and engage in their learning.
- To put into place agreed processes for managing and monitoring student attendance.
- To put whole-school strategies into place which promote and recognise regular student attendance.
- To develop shared expectations for attendance.

## Implementation

- All enrolled students are expected to attend all scheduled classes.
- Teachers mark the attendance roll at morning and afternoon class/level assemblies.
- Attendance records are entered into CASES.
- Attendance and absence records form part of each student's half-year and end-of-year progress reports to parents/legal guardians.
- Parents/legal guardians of absent students are required to provide a written or verbal note detailing the reason/s for their child's absence. These notes are collected by home group teachers and forwarded to the school office or delivered directly to school office.
- Staff members bring to the attention of the coordinators/team leaders any student whose attendance is irregular, who does not provide written notes adequately explaining absences or whose absences appear unwarranted.
- The coordinators/team leaders, after checking attendance records and consulting with the teacher and the student, decide upon a strategy to be employed. As truancy is often indicative of other problems including lack of school engagement and family issues, the support strategies employed will be determined on a case-by-case basis. Students with high levels of absence will have an Individual Attendance Plan developed in consultation with coordinators and parents/legal guardians.
- Strategies included in the plan may include:
  - telephone contact with parents for each absence
  - counselling sessions for parents and/or students
  - development of a student attendance plan
  - home visits
  - formation of a support group
  - making regular school attendance a prerequisite for participation in extra-curricular activities
  - class attendance reported in the newsletter periodically
- Ongoing truancy issues will be reported by the principal to the appropriate DEECD, welfare and government agencies.

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## Responsibilities

### Students

- To attend all classes.
- To supply home group/primary class teachers with notes from a parent explaining all absences.
- To inform subject teachers of known extended absences and seek information about work missed.

### Home group/primary class teachers

- To accurately mark class rolls.
- To request notes regarding absences.
- To monitor students and seek support from coordinators if concerned about a particular student.
- To monitor weekly absence reports.

### Teachers

- To maintain the class attendance roll.
- To follow up consistent lateness.
- To show concern for students who are absent – ask them where they were and supply work missed.
- To monitor students and seek support from coordinators/home group teachers if concerned about a particular student.

### Student Absence Administrator

- To generate and maintain class rolls.
- To accurately input daily absences on CASES.
- To monitor student attendance data.

### Principal /Leading Teachers / Welfare coordinators

- To regularly monitor student attendance rates with the aim of minimising the number of students with less than 90 per cent attendance.
- To promote positive attendance on newsletters etc
- To support the progress of students at risk.
- To maintain an accurate log book of parent contacts.

### Principal

- To oversee and support leading teachers, home group teachers, welfare coordinators, teachers, students and parents in the implementation of attendance procedures and policy.

## Evaluation

When First Approved: 16<sup>th</sup> June 2014

When Reviewed / Modified: 20<sup>th</sup> March 2017