



Attendance Policy

Rationale:

The Education and Training Reform Act 2006 requires that children of school age (six-seventeen years) resident in Victoria are required to be in full-time attendance at a government or registered non-government school unless formally exempt. Mordialloc College requires that post-compulsory aged students also attend school unless a valid reason exists.

Education is a sequential process. Absences often mean students miss important stages in the development of topics, causing them to find 'catching up' difficult. Absenteeism contributes significantly to student failure at school. All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent. Parents of students who are to be absent are required to telephone/email the school before 9:00am to report the absence. The absence is then to be confirmed in writing by a note from parents.

Aims:

- To maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly, and without unnecessary absences.

Implementation:

- Parents have a responsibility to ensure that their children attend school regularly, and are only absent if ill or if absolutely necessary. Parents have a further responsibility to inform the school either using phone, personal or email contact prior to the absence if possible and provide a written note to the school explaining why an absence has occurred when their child returns.
- College staff will be responsible for monitoring and investigating student absences.
- Independent students not living with parents or guardians are also required to provide notes.
- Once attendance rolls have been taken the designated staff member will telephone parents of absent students if communication from parents is not forthcoming.
- Unexplained or inadequately explained absences will cause the designated staff member to communicate with parents and the student involved so as to implement strategies that will resolve the problem.
- Adequate attendance is integral to the successful completion of units of study. Students who fall below 90% attendance will be at risk of failing the unit.
- Ongoing unexplained absences, or lack of cooperation regarding student attendance, will result in a formal attendance conference being organised. Unresolved attendance issues for students required to attend may place successful completion of the year in jeopardy. Such absence may be reported to the Regional Office of Department of Education and Training (DET) for follow up and may be reported by the principal to the Department of Human Services under the Mandatory Reporting guidelines.
- The principal will ensure all student absences are recorded each period by teachers using the appropriate software, are aggregated on our CASES database and communicated to DET.
- The DET and enrolment auditors may seek student attendance records.
- Student attendance and absence figures will appear on student half year and end of year reports.

- Aggregated student attendance data is reported to the Department of Education and the wider community each year as part of the annual report.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

Victorian government schools are child safe environments. Our school actively promotes the safety and wellbeing of all students and all of our school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards. The school's Child Safe policy and Code of Conduct are available on the school's website.

This policy was last ratified by PDC in March 2018 and is scheduled for review March 2021
