



# Saint Ignatius College Geelong

## **STUDENT ATTENDANCE POLICY**

In accordance with the *Education Training and Reform Act 2006* (Vic.) and the *Education and Training Reform Regulations 2017* (Vic.), school attendance is compulsory for children and young people aged from 6 to 17 years unless an exemption from attendance has been granted.

Whilst ensuring student attendance at school is a legal obligation of parents/guardians, supporting students to attend school each day is the shared responsibility of all parents, students, the school and wider community.

Students need to attend school regularly in order to gain maximum benefit from schooling so as to enable them to reach their full potential.

### **PURPOSE**

To ensure active support for full student attendance and retention until the completion of Year 12 or its equivalent and respond to individual student circumstances when regular attendance is not consistent.

Saint Ignatius College maintain attendance records, identify and follow up unexplained absences and develop procedures to support and maintain student attendance.

### **ACKNOWLEDGMENTS**

Saint Ignatius College acknowledges the following:

- Education is a sequential process so absences often mean students miss important stages in the development of learning.
- Absenteeism can contribute significantly to student failure at school.
- There are many factors that can affect attendance including school, family and personal factors.
- Some students and families may need support to assist attendance to school.

### **RESPONSIBILITIES**

#### **Parent/Guardian**

Parents/Guardians must enrol a child of compulsory school age at a registered school and ensure the child attends at all times when the school is open for instruction, unless exemption from attendance has been granted.

It is the responsibility of the parent/guardian to provide either a written note (email), medical certificate or a phone call to the College, explaining the reason for the absence.

Parents/Guardians must inform the College if they intend to take their children out of school for an extended leave and the reasons for this.

### **Students**

Students are expected to attend the school in which they are enrolled during normal school hours every day of term, unless there is an approved exemption from school attendance for the student, or the student is registered for home schooling and has partial enrolment.

### **The College**

The College must ensure:

- Daily attendance of each student enrolled at the school is recorded at least twice a day in homeroom and for every scheduled class.
- Any absences of a student from school, including classes, are identified.
- Reasons for each student's absence are provided and recorded.
- Explanations for absences that are provided, are a reasonable excuse for the purposes of their responsibilities under the Act.
- Follow up any unexplained absences of a student by contacting the parent/guardian of the student as soon as practicable on the same day.
- Parents/guardians are notified promptly regarding a student's unsatisfactory school or class attendance. If, upon being notified of their child's absence or contacted to seek an explanation, a parent reports that the child was not living with them on that day, the school should ensure they notify another parent who was responsible for ensuring the child attended school on the relevant day(s).
- If contact cannot be made with the parent, contact should be made with the emergency contact/s nominated on the student's file held by the school.
- Information regarding a student's unsatisfactory attendance at school or classes is recorded on their student file.
- Parents/guardians are informed of their responsibilities around attendance and initiatives aimed at promoting parental awareness of the importance of children attending school every day are implemented.
- Attendance improvement strategies, interventions and levels of adjustment are implemented where the absence is having a significant impact on a student's educational achievement and development, including an Attendance Student Support Group, Personalised Learning Plan, Student Absence Learning Plan and Return to School Plan.
- Strategies for supporting attendance of students in out of home care, experiencing homelessness, Aboriginal and Torres Strait Islander (ATSI) families, overseas students, students with disabilities, students with cultural and linguistically diverse backgrounds and newly arrived families are implemented.
- Catholic Education Melbourne (CEM) is advised where a referral to a School Attendance Officer is required because the student has been absent from school on at least five full days in the previous 12 months without reasonable excuse for absences.
- Referral processes are implemented to Child FIRST or Child Protection, CEM and the School Attendance Officer where required.

### **EXPECTED OUTCOMES**

- Schools within CEM actively support student attendance and retention.
- Schools within CEM maintain attendance records, identify and follow up unexplained absences, and develop procedures to support and maintain attendance.

1. RELATED DOCUMENTS

- 1.1. VCE Attendance Policy
- 1.2. Student Support Group Guidelines
- 1.3. Attendance Procedure
- 1.4. Student Wellbeing Policy

Position Responsible	Deputy Principal (Students)
Approval Authority	SICG Board
Review Date	August 2021 (3 years from date of approval/amendment)

REVISION HISTORY

Revision Ref. No.	Approved/ Amended/ Rescinded	Date	Board/Executive
1	Amended	13/9/18	Board