



Policy Title	Student Attendance Policy		
Date approved	07/10/2015	Review Date:	October 2018
Revision No:		Revision Date:	

Rationale:

It is important that students attend as many classes as possible. Students who miss school tend to fall behind in their work, lose confidence and cannot meet the requirements of that Year level.

Aims:

This policy seeks to advance the government's position that all schools adopt policies that encourage maximum attendance.

The policy also seeks to encourage students to attend school as much as possible to enhance their prospects of achieving their maximum educational potential.

Students must have a minimum 90% attendance or they will automatically not meet the requirements for progression to the next Year Level.

"Attendance" is defined as:

- In class
- On an approved school activity (eg inter school sport, excursions, performances, etc)
- Absent **with a medical certificate**
- Special leave approved by the sub-school (eg funeral)

NB This means a student can **only** be absent for a **maximum of 10 days unapproved** per semester.

Special Leave:

If you are aware of any confidential, medical or personal circumstance that will affect your son or daughter's attendance, please contact the sub-school as soon as possible.

Extended family holidays:

These will **never** be accepted for "90% Minimum Attendance" for Year 11 or 12. Generally, they will be accepted at Year 7 – 10 but only if you contact the sub-school in advance. Please note that if a student goes overseas without prior permission, their enrolment will be withdrawn and their place offered to a student on the waiting list.

Other absences:

To ensure students safety, the school must record that parents are aware of all other absences such as minor illnesses or personal reasons. The school requires written notification or a phone call. The school encourages all parents / carers to communicate concerns dealing with your child's attendance.

If you have not phoned us, we **will** ring you at work or home.

Implementation:

All students must be on time to school and all scheduled classes. If students are late it will be recorded and contribute to their attendance record. If late to school in the morning the relevant sub school will issue a sanction, if late to class during the day the teacher will issue a consequence.

Teachers monitor and record student attendance for each lesson, maintain an accurate personal class roll and pass on details of student absences through the College Attendance System. Particular staff have additional responsibilities in relation to student absence.

Any unexplained absence is cause for concern and needs to be followed up by the subject, Year level Coordinator, sub school office manager, Sub School Leader and Wellbeing team as appropriate.

Students must inform teachers of upcoming known absences, provide notes from parents or carers, provide medical certificates for illnesses or discuss causes absences with Year level coordinators, catch up as required, and, if eligible, apply for re scheduling of any missed assessments.

Evaluation:

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

This policy was last ratified by School Council in October 2015.