



ATTENDANCE POLICY

OVERVIEW

- Punctuality and regular attendance are essential.
- All students from Year 7 through to Year 12 are required to attend ALL TIMETABLED CLASSES in every one of their subjects. Class rolls are marked every period.
- Attendance at school is a legal requirement under the Education Act.
- Attendance rolls are legal documents which are subject to checking by the Department of Education and Training.

Why is full attendance important?

- ✓ Research shows that there is a clear relationship between attendance at school and **student achievement**
- ✓ To **keep up** with the school work – each day's learning builds on what has been learnt before, so losing even one day makes all future learning more difficult
- ✓ To maintain social interaction, friendship and security
- ✓ Because **employers** often look at attendance before offering **jobs**

Full school attendance gives students the optimum chance for success. Poor attendance puts students at risk of not achieving their educational, social or psychological potential. A good education is a valuable resource in a child's life as it is an investment in their future.

PROCEDURES

Student attendance is taken each lesson. Student attendance is first taken at 8.55 during each student's form lesson or year level parade. Students are required at school by 8.45am to ensure they arrive at their form lesson or parade punctually.

Teachers will only mark student attendance for those students in the classroom. Students must not be late for their first class or other classes without a valid excuse. Students repeatedly late to form will be referred to the Year Level Coordinator.

Explaining Student Absences

It is a legal responsibility that all student absences are explained by parents/guardians. This should be done, if possible, prior to the absence or on the day of absence (or at the latest on the first day the student returns to school). This can be done by leaving a message on the school absentee line **Ph: 4120 8460**, responding to our text on **0409 430 637**, or by writing a note and having your child deliver it to the Students Services counter in C3.

All phone calls and notes MUST contain the following details:

- FULL student name
- Date of absence

- REASON for absence

What are considered reasonable and unreasonable excuses for absences?

The Educations General Provisions Act 2006 deems each parent of a child must ensure that he/she attends school on every school day for the educational program in which the child is enrolled unless the parent has a “**reasonable excuse**”. On our rolls we must note the reason for the absence and we also note whether or not this is a “**reasonable excuse**”.

Reasonable excuses for absences include:

- ✓ Illness
- ✓ Funeral
- ✓ Medical/Dental Appointment – preferably schedule outside school hours but we realise this is not always possible
- ✓ Fulfilling other legal requirements

Unreasonable excuses for absences include:

- ✓ Leisure activities – shopping, visiting friends, birthdays, camping, sleeping in

If the student is involved in a school related activity/excursion, off campus activity (e.g. TAFE, traineeship, work experience) or school sporting event they will be recorded as not physically present at school, but will **not be considered absent** from school.

Lateness to school

1. Students who are late to school are required to report to the Student Services counter in C3 in order to be signed in electronically and to read the daily student notices.
2. Students are required to present a note detailing the date, their name and the reason for lateness. Alternatively parents may accompany their child to provide a reason in person or call the school office on 41208 444 (not the absentee line in this case).
3. Students will be issued with a date and time stamped photo ID late slip which they must present to their class teacher.
4. Students arriving after 9.30am will be marked as ½ day absent.

Students who arrive late without a valid reason will be detained at lunchtime/morning tea. Students who accumulate three (3) late arrivals without a valid reason will be issued further detentions and a letter sent home. Students who continually arrive late to school will be required to attend an interview with their Year Level Coordinator or one of the deputy principals and their parents/carers. Suspension, exclusion and cancellation of enrolment will be considered for the student who fails to respond.

Early Departures

1. Any student leaving the school before 3.00pm, for whatever reason, must report to the Student Services counter in C3 in order to be signed out electronically.
2. Students who are only leaving the school for a temporary absence will be issued with a date and time stamped photo ID return slip which they must present at the Student Services counter on their return to school later in the day.
3. Students should have a note from their parent/carer explaining the time and the reason. Alternatively parents may come to the office in person to provide a reason at the time or call the school office on 41208 444 (not the absentee line in this case).
4. Students departing earlier than 2.30pm will be marked as ½ day absent.

Truancy

1. Class roles will be marked by staff during each lesson.
2. Year Level Coordinators will check attendance records for the previous school day.
3. Any anomalies will be checked by the Year Level Coordinator
4. Students found to be truanting lessons will be placed on an attendance monitoring sheet by the appropriate Year Level Coordinator and will be required to make up lost lesson time in recesses. Parents will be notified if students are caught truanting school or lessons.
5. Suspension or cancellation of enrolment may result for persistently refusing to participate in the program of instruction.

Bell Hilltop

Students are not permitted to frequent the Bell Hilltop Shopping Centre during school hours. Anyone found at Bell Hilltop will be given five (5) lunchtime detentions. Persistent offences in this regard may result in suspension.

Senior Students Only – Approved Late Arrival/Early Departure

1. Senior students whose first lesson commences after period 1 and final lesson for the day is before period 6 are permitted to sign in late and/or sign out early. To be eligible to do this students and parents/guardians must complete and submit the **Late Arrival/Early Departure Consent Form** which is available from the Year Level Coordinator and the Student Services Officer.
2. Students must still sign in and out of school. When signing in or out, students are required to present a signed copy of their timetable to the Student Services Officer.
3. Students who have spares at the beginning and/or end of the day and who do not follow procedure by completing and returning a form and/or signing in or out as required will be recorded as absent. This may adversely affect their attendance percentage and consequently enrolment.
4. Students who have spares in the middle of the day between early and late lessons are not permitted to sign out.

RIGHTS AND RESPONSIBILITIES

Parents/Guardians

- If a student cannot attend school, the parent / guardian should phone, or write a letter explaining the reason for the absence.
- The student must give the note to Student Services Officer (C3) on the first school day following the absence. The approved absence will be recorded on the attendance roll.
- If a student needs to leave school early, parent/ guardian permission (note, phone call or in person), must be provided to the Student Support Officer and the students must then sign out.
- Students are not permitted to leave school without permission.
- If an absence is to be for an extended period of time (e.g. family reasons or illness), parent/guardians should contact the Year Level Coordinator.
- If a student refuses to attend school, contact the relevant Year Level Coordinator for support.
- Parents / Guardians must advise the school of any change of address, email address or phone numbers to ensure school records are accurate. **Up to date data is essential in an emergency.**

Students MUST:

- attend all classes on time, with the necessary equipment.
- never leave the school during school hours without permission from parent/guardians or the school and without signing out at the Student Services counter.
- ensure all missed school work is completed.
- complete and submit a **Late Arrival/Early Departure Consent Form** if they wish to sign in late or sign out early. (This is only applicable to **Year 11 and 12 students** who start school after period 1 or finished school prior to period 6.)

The School:

- monitor attendance daily through the marking of the official roll at the beginning of each day and via teacher rolls each lesson.
- monitor attendance using attendance checks during the day.
- notify parents/guardians of unexplained absences.
- provide students with school work when they are absent for legitimate extended periods of time.
- offer support when school attendance has become a problem.
- notify the relevant authorities if non-attendance persists.