

MELBA COLLEGE: ATTENDANCE POLICY

Rationale:

The *Education Act* requires that children of school age (six to seventeen years) resident in Victoria are required to be in full-time attendance at a government or registered non-government school unless formally exempt. It is our responsibility to make every effort to maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly, and without unnecessary or frivolous absences. The school also requires that post-compulsory aged students also attend school unless a valid reason exists.

Guidelines

- Education is a sequential process. Absences often mean students miss important stages in the development of topics contributing 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 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 provide a written note to the school explaining why an absence has occurred.
- A staff member will be responsible for monitoring and investigating student absences.
- Parents of students who are to be absent are required to telephone the school before 9:00am to report the absence. The absence is then to be confirmed in writing by a note from parents.
- Independent students not living with parents or guardians are also required to provide notes.
- DEECD and enrolment auditors may seek student attendance records.
- Aggregated student attendance data is reported to the Department of Education and the wider community each year as part of the annual report.

Implementation:

- All student absences are recorded each period by teachers, are aggregated on our CASES database and communicated to the Department of Education.
- The designated staff member will telephone parents of absent students within 24 hours if they have not contacted the school to explain their child's absence. Should the designated staff member be unable to contact the parent of an absent student or receives an explanation they believe to be inadequate they will contact the relevant Year Level Leader.
- Ongoing unexplained absences, or lack of cooperation regarding student attendance will result in a formal attendance conference being organised. Unresolved attendance issues of post-compulsory students may result in their expulsion from school. Unresolved attendance issues for students required to attend may be reported to the Department of Human Services.
- Student attendance and absence figures will appear on student half year and end of year reports.

EVALUATION:

This policy will be reviewed by Education Sub Committee at the end of its first semester of implementation

LINKS:

- Excursions Policy
- Camps Policy
- Senior School Attendance Policy

Written By:	Submission to Council	Review Date
John Baston	23 April 2013	November 2013