

# ATTENDANCE POLICY 2019 - 2023

## Rationale

Schooling is compulsory for children and young people aged from 6 – 17 years unless an exemption from attendance or enrolment has been granted.

Daily school attendance is important for all children and young people to succeed in education and to ensure they don't fall behind both socially and developmentally. Children and young people who regularly attend school and complete Year 12 or an equivalent qualification have better health outcomes, better employment outcomes, and higher incomes across their lives. It is important that children develop habits of regular attendance at an early age.

School participation is important as it maximises life opportunities for children and young people by providing them with education and support networks. School helps people to develop important skills, knowledge and values which set them up for further learning and participation in their community.

This policy is providing the framework to a whole-school approach to the engagement of students in their learning and school life.

It is to be read in conjunction with:

- *The school's Engagement and Inclusion policy*
- *The school's Staged Response to non-attendance*
- <https://www.education.vic.gov.au/school/teachers/studentmanagement/attendance/Pages/default.aspx>

We understand that sometimes special consideration may need to be given to in-school procedures for students and their families from particular backgrounds or with particular living circumstances. It is important that students, staff and parents/carers have a shared understanding of the importance of attending school.  
Cranbourne East Secondary College

- is committed to promoting the key messages of the benefits of regular school attendance
- believes all children should be enrolled at school and attend school all day, every school day
- believes successful students are well organised and start the day on time
- believes that in the best interest of students that family holidays/shopping trips/medical appointments are scheduled outside of school hours
- believes non-attendance can place a student in unsafe situations and impact on their future employability and life choices
- monitors, communicates and implements whole school strategies to improve regular school attendance
- Believes attendance at school is the responsibility of everyone in the community.

## **Responsibilities**

### **Home Group Teacher responsibilities:**

- monitor each student's attendance and punctuality
- follow up unexplained absences (see Unexplained Absences process)
- Record actions
- Identify students whose attendance is below 80% and flag with YLL

### **Classroom Teacher responsibilities:**

- If students are late for class, mark on Compass.
- Monitor each student's attendance and punctuality

### **Assistant Year Level Leader responsibilities:**

- Support the YLL with attendance processes and supporting students at risk of disengaging due to absences.

### **Year Level Leader responsibilities:**

- Determine the appropriate follow up to ensure the student's education and wellbeing are supported following a school absence
- Coordinate Student Absence Learning Plan if absence is planned and approved
- Identify students who are at risk of disengaging from school (HG teacher flagged 80%)
- Make DHS/ChildFIRST notifications where appropriate and in consultation with school leadership and wellbeing
- Escalation of attendance concerns as per Staged Response to Non-Attendance
- Notify ALLC of staff detention roster.
- Following up single period unapproved absences.

### **Student responsibilities:**

- Attend school every school day
- Arrive at school and classes on time and prepared
- Talk to a teacher if you have issues that might impact on your ability to attend school/class
- All students who are late to school must sign in at the front office. This is regardless of whether a phone call has been made or it has been entered on Compass in advance
- Only students 18 or over can sign out at the front office, if leaving before the end of the day, parent permission must be obtained before leaving the school grounds. All other students must have a listed parent or guardian sign them out and accompany them before leaving the school grounds.

### **Parent responsibilities:**

- Ensure student attends school every day, when instruction is offered
- Ensure student arrives at school between 8- 8:40 am
- Provide a valid explanation for a student's absence/lateness through Compass, by phone or a signed note.
- Provide identification, when picking a student up during school hours, that complies with school records of listed parent/guardians.

- Must sign a student out before leaving the school during school hours. No student will leave the school grounds during school hours without being signed out by a parent/guardian who has provided identification.
- Provide the school with advanced notice if there is a planned up-coming school absence
- Communicate openly with the school about a student's ongoing medical condition that may result in ongoing absence or medical appointments during school hours
- Alert the school early to issues that may impact on a student's attendance
- Work in partnership with the school to address attendance concerns

### **Principal/School Leadership responsibilities:**

- Use Compass & Cases 21 to record student attendance
- Ensure student attendance is recorded in every class and reason given for each absence is recoded in writing
- Consider the explanation given for an absence and whether it is reasonable in accordance with the *Education and Training Reform Act 2006*
- Report the annual rates of student attendance for the year to the school community at least once a year
- Ensure that processes are in place to document non-attendance strategies at whole school level
- Ensure that processes are in place to document non-attendance strategies at individual level in student's file e.g. home visits, phone calls, Attendance SSG's, SOCS referrals, DHS/childFIRST notifications
- Make a referral to the School Attendance Officer as required
- Ensure processes are in place to document further enforcement proceedings around non-attendance including, referral to the School Attendance Officer, issuing of a school attendance Notice, infringement notice (and any appeal), court proceedings.

### **Strategies**

At Cranbourne East Secondary College we promote 100% attendance at a whole school level by:

- Regularly communicating with parents about expectations for attendance
- Promoting awareness that absences results in quantifiable lost learning time and opportunities
- Immediately following-up any problems identified by students and parents
- Regularly discussing student attendance records at staff meetings and in the staff Performance and Development review process.
- Focussing on prevention and early intervention by creating a positive school culture
- Intervening and providing targeted responses for individual students

At *Cranbourne East Secondary College* we promote 100% attendance at an individual level by:

- Year level meetings to discuss attendance data and plan strategies to follow up individual students
- Year Level leaders develop an improvement plan when attendance falls below 80%.

### **Responses to absences**

At *Cranbourne East Secondary College*, we are committed to achieving the following targets in improving attendance:

- 95% approved attendance (5% unapproved)

**Reviewed: Term 1 2019**  
**Date of next review: Term 1 2023**

- Over 80% attendance for all students

Sports and Excursions are not considered to be absences in this instance, but may impact on the student's ability to complete all the required work for success. Students who attend less than 80% will have an average of 1 day per week absent for the whole year and will not have completed the same learning or have the same level of understanding as a student who has attended 100%. This may impact on their ability to catch up on this work or be successful at the next level of education. The school will work in partnership with a significant adult to develop an Attendance Improvement Plan. This may include engaging with the family, SSG meetings, convening an Attendance Support Group and/or a return to school plan. If there is deemed to be a behavioural, social or health issue that is impacting attendance, the student will be referred to the Wellbeing team which may also include referrals to; SSO, Reengagement programs, Child First or external Welfare agencies.

*Cranbourne East Secondary College will follow the attached Staged Response to Non-attendance document to target individual non-attendance concerns.*

## **Reporting and monitoring attendance**

At Cranbourne East Secondary College reports of absence or truanting are taken seriously. Students, parents, members of community and school staff may report an absence in the following ways:

- By emailing the school
- By phoning the School

Student attendance is recorded electronically every lesson by the classroom teacher, this information is collated centrally on the CASEs system. All teachers are responsible for following up class absenteeism and ensuring students do not miss learning opportunities. Parents are encouraged to use Compass or ring the school if they know the student is going to be absent. For long term absence, eg. Family Holiday please notify the Year Level Leader in advance. Parents are notified by an SMS system if their child is not at school and the parents have not made prior contact with the school.

## **Additional Resources**

<https://www.education.vic.gov.au/school/teachers/studentmanagement/attendance/Pages/default.aspx>

CESC Staff Handbook- Late/Absence processes

CESC Senior Staff Handbook – Late/Absence processes



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guidelines2018.pdf