

SENIOR SCHOOL ATTENDANCE POLICY



PURPOSE

Regular attendance is key to student success with all students needing to be in class in order to learn the necessary skills and knowledge to satisfy the outcomes of each unit. As learning is often sequential, it is imperative that students attend all classes. In addition, teachers need to be able to authenticate that students have met outcomes through the completion of work in class.

SCOPE

All students completing Year 10, 11 and 12 students at Daylesford College.

POLICY

Attendance Requirements

Students are required to maintain an overall average attendance rate of at least 90%.

Implications

Where a student does not have an overall average attendance rate of at least 90%, he/she will be awarded an automatic 'N' grade for each unit where they have been absent for more than 10 periods.

Redemption

Any student can redeem (make up) the time in order to meet the attendance requirements detailed above. This is done by students attending the after school study sessions that take place in the Senior Centre on a Wednesday and Thursday. Students must report to the teacher in charge when they arrive and when they leave so that their attendance can be recorded accurately.

For example, if a student has missed 16 periods of English (i.e. 6 more than the maximum allowed) then they will need to redeem at least 6 periods (aprox 5 hours).

Process

All students will be informed of their overall average attendance rate on a regular basis during Mentor Groups. It is also incumbent on students to monitor their own attendance. They can do this by logging into Compass.

When a student's average attendance rate first drops below 90% the student and their parents / carers will be contacted by one of the Senior School Student Managers. They will also be required to redeem periods once greater than 10 periods missed.

Their attendance will then be monitored closely over the coming weeks and if there is no marked improvement then the student and their parents / carers will be required to attend an attendance meeting with a Senior School Student Manager. An attendance plan will be developed.

If after this there is still no marked improvement then the student and their parents / carers will be required to attend an interview with the Assistant Principal. At this meeting, a student's enrolment status for the subject in question will be discussed.

Extenuating Circumstances

In rare instances, there is a genuine and valid reason for poor attendance. In such circumstances, parents / carers can seek an attendance exemption on behalf of their child. Exemptions can be sought based on serious health grounds or significant family hardships. An Attendance Exemption form must be completed along with supporting evidence and submitted to a Senior Student Manager. Parents / carers should speak to a one of the Senior Student managers before submitting an Attendance Exemption form.

Extenuating circumstances does not include:

- Family holidays;
- Driving lessons;
- Personal issues (without further explanation);
- Family commitments;
- SAC preparation or completion of work for other subjects;
- Part time work commitments;
- Sleeping in or missing the bus. Car or bike breakdown;
- Supporting upset friends or timetable mix-ups; or
- Centrelink appointments.

The final decision on all applications for an attendance exemption lies with the Assistant Principal.

Students Signing Out Early

Where a student is required to leave school prior to the end of the school day (e.g. medical appointment), parents / carers are required to contact the office to provide permission. A note, email or phone call would be adequate.

For students who are required to sign out frequently, a sign out card may be provided by a Senior School Student Manager.

Where a student leaves school without having a parent / carer contact the school and sign them out, students will be marked as truant and will receive an after-school detention. Further action will occur for repeat offenders.

EVALUATION AND REVIEW

This policy will be reviewed every 3 years.

This policy was ratified by School Council on **12/9/2022** and has been documented as part of the School Council minutes.

This policy is due for review in **2025**

The original document approved by School Council is located in the policy folder held at the General Office.