



# Ouyen P-12 College

## Attendance Policy



### Help for non-English speakers.

If you need help to understand this policy, please contact Ouyen P-12 College on (03) 5092 1182 or alternatively at [Ouyen.p12@education.vic.gov.au](mailto:Ouyen.p12@education.vic.gov.au)

### Rationale

In Victoria students of school age (6 to 17 years) are required to be in full-time attendance at a government or registered non-government school unless they are receiving approved home tuition, have a shared enrolment with a specialist setting, have received exemption from the Regional Director or are enrolled in correspondence education.

### Aims

To enable students to maximise their full educational potential and to actively participate and engage in their learning.

To put into place agreed processes for managing and monitoring student attendance.

To put whole-school strategies into place which promote and recognise regular student attendance.

To develop shared expectations for attendance.

### Implementation

- All enrolled students are expected to attend all scheduled classes.
- Teachers mark the attendance roll at morning and afternoon class/level assemblies.
- Attendance records are entered into CASES.
- Attendance and absence records form part of each student's half-year and end-of-year progress reports to parents/legal guardians.
- Parents/legal guardians of absent students are required to provide a written note detailing the reason/s for their child's absence. These notes are collected by home group teachers and forwarded to the school office or delivered directly to school office.
- Staff members bring to the attention of the coordinators/team leaders any student whose attendance is irregular, who does not provide written notes adequately explaining absences or whose absences appear unwarranted.
- The coordinators/team leaders, after checking attendance records and consulting with the teacher and the student, decide upon a strategy to be employed. As truancy is often indicative of other problems including lack of school engagement and family issues, the support strategies employed will be determined on a case-by-case basis. Students with high levels of absence will have an Individual Attendance Plan developed in consultation with coordinators and parents/legal guardians. Strategies included in the plan may include:
  - telephone contact with parents for each absence
  - counselling sessions for parents and/or students
  - development of a student attendance plan
  - home visits
  - formation of a support group
  - making regular school attendance a prerequisite for participation in extra-curricular activities
  - attendance rewards

Ongoing truancy issues will be reported by the principal to the appropriate welfare and government agencies.

## Responsibilities

### Students

- To attend all classes.
- To supply home group/primary class teachers with notes from a parent explaining all absences.
- To inform subject teachers of known extended absences and seek information about work missed.

### Home group/primary class teachers

- To accurately mark class rolls.
- To request notes regarding absences.
- To monitor students and seek support from coordinators if concerned about a particular student.
- To monitor weekly absence reports.

### Teachers

- To maintain the class attendance roll.
- To follow up consistent lateness.
- To show concern for students who are absent – ask them where they were and supply work missed.
- To monitor students and seek support from coordinators/home group teachers if concerned about a particular student.

### Student Absence Administrator

- To generate and maintain class rolls.
- To accurately input daily absences on Roll Call.
- To monitor student attendance data.
- To communicate with parents when students are absent from school.
- To provide the Welfare Coordinators instances of absences of three consecutive days.

### Welfare Coordinators

- To regularly monitor student attendance rates with the aim of minimising the number of students with less than 90 per cent attendance.
- To promote positive attendance on newsletters etc
- To support the progress of students at risk under the direction of the coordinators.
- To maintain an accurate log book of parent contacts.

### Level Coordinators/team Leaders

- To coordinate, monitor and support home group teachers, welfare coordinators teachers, students and parents in the implementation of attendance procedures and policy.

### Principal

To oversee and support coordinators/team leaders, home group teachers, welfare coordinators, teachers, students and parents in the implementation of attendance procedures and policy.

Policy last reviewed	March 2023
Approved by	Principal – Felice Cua
Next scheduled review date	March 2026