



NATHALIA SECONDARY COLLEGE

ATTENDANCE POLICY

Purpose

- To ensure effective compliance and management of the Education Department requirement that children of school age (six-seventeen years) are required to be in full-time attendance at a government school unless formally exempt. Our school requires that post-compulsory aged students also attend school unless a valid reason exists.

Guidelines

- To maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly, and without unnecessary or frivolous absences.
- That regular lateness is minimised as the cumulative effect of this has a major impact on learning and socialisation

Implementation

- 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 8:50am to report the absence.
- Independent students not living with parents or guardians are also required to provide notes.
- The designated staff member will SMS parents of absent students if communication from parents is not forthcoming.
- Unexplained or inadequately explained absences will cause the designated staff member to communicate with parents and the student involved so as to implement strategies that will resolve the problem. This could involve welfare staff.
- VCE and VCAL students must attend a minimum of 80% of organised classes to be eligible for a pass in the subject.
- 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 will result in year level failure and may be reported by the principal to the Department of Human Services.



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- Staff are to take a paper roll each morning and this data is recorded on CASES and communicated to the Department of Education as required.
- The principal will ensure all student absences are recorded each period by teachers and are aggregated on SIMON.
- The Department of Education and enrolment auditors may seek student attendance records.
- Student attendance and absence figures will appear on student half year and end of year reports and SPA reports.
- Aggregated student attendance data is reported to the Department of Education and Training and the wider community each year as part of the annual report.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.