

Attendance Policy

Rationale:

The *Education Act* requires children of school age (six to seventeen years) who reside in Victoria to be in full-time attendance at a government or registered non-government school, unless formally exempt. Mt Hira College also requires that post-compulsory aged students also attend school, unless a valid reason exists.

Aims:

To maximise student learning opportunities and performance by ensuring that children, required to attend school, do so regularly, and without unnecessary or frivolous absences.

Implementation:

- Education is a sequential process. Absences often mean students miss important stages in the development of topics, crucial instruction and causing them to find 'catching up' difficult.
- Absenteeism contributes 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. Illness is reasonable grounds for an absence - shopping excursions or birthday parties are not.
- 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 College explaining why an absence has occurred.
- Parents of students who are to be absent are required to telephone the College by 9:00am to report the absence. Alternatively, a note may be written and signed and brought to College the following day.

- If communication from parents is not forthcoming, a phone call will be made home to Parents.
- Students from all year levels need to maintain an attendance rate of 80% and above. If the 80% attendance rate is not maintained, the College has the right to request that the student not progress to the next year level and may be required to repeat the year level.
- The Principal has the responsibility to ensure that unexplained absences are investigated, and that high levels of absenteeism are adequately explained.
- The Principal will ensure parents of students with high levels of unexplained or unapproved absences are contacted, with the view to developing and implementing strategies to minimise absences.
- Ongoing unexplained absences or lack of cooperation regarding student attendance will result in a formal meeting being organised with the Principal.
- Unresolved attendance issues may be reported to the Department of Human Services.
- The Principal will ensure all student absences are recorded each period by teachers in the Secondary School as well as formally twice a day in Form Class. In Primary School, attendance will be taken twice a day – once in the morning and once in the afternoon, (after lunch).
- Student attendance and absence figures will appear on student half year and end of year reports.
- Aggregated student attendance data is reported to the Victorian Registration and Qualifications Authority (VRQA) and the wider community each year as part of the annual report.

Ratified by the Board on: 16/09/2015

Chairperson: Mr. Ken Yucel

This policy will be communicated to staff, parents, students and the wider community through one or more of the following channels: newsletter, assemblies, staff/student handbook, College website, staff meetings, information sessions.

This policy will be reviewed as part of the College's 2 year review cycle.