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|  | <h2>Attendance</h2> | <p>Review & endorsed by Acting Principal: November 2023</p> <p>Developed: Nov 2020</p> |
| <p>Information: 02 6076 1566</p> | <p>DET Schools Reference Guide: Refer to bottom of this policy</p> | <p>Next review: November 2026</p> |



Help for non-English speakers

If you need help to understand the information in this policy please contact School office by phoning 02 60761566 or email corryong.co@education.vic.gov.au

PURPOSE

The purpose of this policy is to

- ensure all children of compulsory school age are enrolled in a registered school and attend school every day the school is open for instruction
- ensure students, staff and parents/carers have a shared understanding of the importance of attending school
- explain to school staff and parents the key practices and procedures Corryong College has in place to
 - support, monitor and maintain student attendance
 - record, monitor and follow up student absences.

SCOPE

This policy applies to all students at Corryong College.

This policy should be read in conjunction with the Department of Education and Training's [School Attendance Guidelines](#). It does not replace or change the obligations of Corryong College, parents and School Attendance Officers under legislation or the School Attendance Guidelines.

DEFINITION

Parent – includes a guardian and any person who has parental responsibility for the child, including parental responsibility under the *Family Law Act 1975* (Cth) and any person with whom a child normally or regularly resides.

POLICY

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

Daily attendance is important for all children and young people to succeed in education and to ensure they do not fall behind both socially and developmentally. School participation 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 that set them up for further learning and participation in their community.

Students are expected to attend Corryong College during normal school hours every day of each term unless:

- there is an approved exemption from school attendance for the student
- the student has a dual enrolment with another school and has only a partial enrolment in Corryong College, or
- the student is registered for home schooling and has only a partial enrolment in Corryong College for particular activities.

Both schools and parents have an important role to play in supporting students to attend school every day.

Corryong College believes all students should attend school all day, every day when the school is open for instruction and is committed to working with its school community to encourage and support full school attendance.

Our school will identify individual students or cohorts who are vulnerable and whose attendance is at risk and/or declining and will work with these students and their parents to improve their attendance through a range of interventions and supports.

If a student is going to be away for a prolonged period, parents are requested to notify the College in advance via Xuno, via email corryong.co@education.vic.gov.au or by phoning our school office on (02) 60761566.

Students

Students are committed to attending school every day, arriving on time and are prepared to learn. Our students are encouraged to approach a teacher and seek assistance if there are any issues that are affecting their attendance.

Parents

Parents are committed to ensuring their child/children attend school on time every day when instruction is offered, to communicating openly with the school and providing valid explanations for any absence.

Parents will communicate with the relevant staff at Corryong College about any issues affecting their child's attendance and work in partnership with the school to address any concerns.

Parents will provide a reasonable explanation for their child's absence from school and endeavour to schedule family holidays, appointments and other activities outside of school hours.

Supporting and promoting attendance

Corryong College's *Student Wellbeing and Engagement Policy* supports student attendance.

Our school also promotes student attendance by:

- Offering Breakfast Club
- Regularly communicating with parents about expectations for attendance
- Promoting awareness that absences result 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

Recording attendance

For our Foundation to Grade 6 students, Corryong College staff must record student attendance twice per day. This is necessary to:

- meet legislative requirements
- discharge Corryong College's duty of care for all students

Attendance will be recorded by the class teacher at the start of the school day and after lunch on Xuno.

If students are in attendance at a school approved activity, the teacher in charge of the activity will record them as being present eg: school excursion, school sporting event, etc.

For our Year 7 to Year 12 students, Corryong College staff must record attendance in every class. This is necessary to:

- meet legislative requirements
- discharge Corryong College's duty of care for all students
- meet Victorian Curriculum and Assessment Authority requirements for VCE students

Attendance will be recorded by the form teacher at the start of the school day and by the classroom teacher at the start of each period on Xuno.

Refer to Appendix A – Attendance Procedure

Recording absences

For absences where there is no exemption in place, a parent must provide an explanation on each occasion to the school.

Parents should notify Corryong College of absences by:

- contacting School Office by 9am on the morning of the absence by phoning 02 60761566
- recording absence on Xuno by 9am on the morning of the absence
- sending an email by 9am on the morning on the absence to corryong.co@education.vic.gov.au

If a student is absent on a particular day and the school has not been previously notified by a parent, or the absence is otherwise unexplained, Corryong College will notify parents via a Xuno SMS message.

Corryong College will keep a record of the reason given for each absence. The Principal/ Assistant Principal / Wellbeing Co-Ordinator will determine if the reason provided is a **reasonable explanation** for the purposes of the parent meeting their responsibilities under the *Education Training Reform Act 2006* and the School Attendance Guidelines.

If Corryong College considers that the parent has provided a **reasonable explanation** for their child's absence the absence will be marked as '**approved absence**'.

If the school determines that no reasonable explanation has been provided, the absence will be marked as '**unexplained absence**'.

The Principal / Assistant Principal / Wellbeing Co-ordinator has the discretion to accept a reason given by a parent for a student's absence. The Principal / Assistant Principal / Wellbeing Co-Ordinator will generally excuse:

- medical and dental appointments, where out of hours appointments are not possible or appropriate
- bereavement or attendance at the funeral of a relative or friend of the student, including a student required to attend Sorry Business
- school refusal, if a plan is in place with the parent to address causes and support the student's return to school (Refer to Appendix A)
- cultural observance if the parent/carer notifies the school in advance
- family holidays where the parent notifies the school in advance

If no explanation is provided by the parent the absence will be recorded in Xuno as an 'unexplained absence'. Parents will be notified if an absence has not been excused.

Refer to Appendix A – Attendance Procedure

Managing non-attendance and supporting student engagement

Where absences are of concern due to their nature or frequency, or where a student has been absent for more than five days, Corryong College will work collaboratively with parents, the student, and other professionals, where appropriate, to develop strategies to improve attendance, including:

- establishing an Attendance Student Support Group (Wellbeing Co-Ord)
- implementing a Return to School Plan (Wellbeing Co-Ord)
- implementing an Individual Education Plan (Year Level Co-ord)
- implementing a Student Absence Learning Plan for students who will be absent for an extended period (Year Level Co-ord and Teachers)
- arranging for assistance from our Wellbeing Team or appropriate external organisation (Wellbeing Co-ord)

We understand from time to time that some students will need additional supports and assistance, and in collaboration with the student and their family, will endeavour to provide this support when it is required.

Referral to School Attendance Officer

If Corryong College decides that it has exhausted strategies for addressing a student's unsatisfactory attendance, we may, in accordance with the School Attendance Guidelines refer the non-attendance to a School Attendance Officer in the Northeastern Victoria Regional office for further action.

If, from multiple attempts to contact with a parent, it becomes apparent that a student will not be returning to the school, the Principal / Assistant Principal / Wellbeing Co-Ordinator may make a referral to a School Attendance Officer if:

- the student has been absent from school on at least five full days in the previous 12 months where:
 - the parent has not provided a reasonable explanation for these absences; and
 - measures to improve the student's attendance have been undertaken and have been unsuccessful
- the student's whereabouts are unknown and:
 - the student has been absent for 10 consecutive school days; or
 - no alternative education destination can be found for the student.

Permanent Lunch Pass (YEAR 12 students only)

Foundation to Year 11 students are not permitted to leave the school during the school day for lunch. Student can bring their lunch from home or Corryong College operates a canteen that offers an extensive range of healthy food and drinks at reasonable prices.

Year 12 students are permitted to go down the street to purchase lunch, but we encourage them to buy lunch from our school canteen.

Students must sign out and sign back in on the “leaving the school during the day” register at the school office.

Students leaving during school time and not returning to school

The following describes how Corryong College will manage a request for a student to leave school during school hours.

- Foundation to Grade 6 students **are not** permitted to leave the school during the day unless they are collected from school by a parent/carer or by a person who has been authorised by their parent/carer. When the child is collected from school the parent/carer/authorised person will be required to complete the “leaving the school during the day” register in the School office and have this signed by their teacher. If the authorised person collecting the student is not known to the school, verification of identity using suitable photo identification (such as drivers licence) must be sighted by school staff. Parents can provide written or verbal permission if they have authorised another person to collect their child and this will be noted on the “leaving the school during the day” register.
- Year 7 to Year 12 students are permitted to leave the school during the day with parent/carer authorisation. Students can bring written permission to school or have their parent/carer phone the school to give verbal permission. When the student is leaving school they are required to complete the “Leaving the school during the day” register and have it signed by Year Level Co-ordinator or Assistant Principal.

Students leaving school during school time and returning to school

Any student who wishes to leave the school grounds for any reason **MUST** bring a note from home (signed by their parent/carer) or have their parent/carer give verbal permission by phoning the school.

If they are attending an appointment or another reason that cannot be carried out in lunchtime or after school, they should take their explanatory note to their Year Level Leader (YLL), Assistant Principal (AP) or Principal along with a “Request for pass to leave school during the school day” form. The “request for pass” forms are available from the school office.

- YLL, AP or Principal will then complete and sign the “Request for pass to leave school during the school day” form.
- When leaving the school, students must sign out and sign back in on return at the school office on the “leaving school during the school day” register.
- Leave is not granted for the purpose of purchasing food or beverage items (excluding Year 12 students as they have a “Permanent Lunch pass”)

Students with a modified timetable

Foundation to Grade 6 students with a modified timetable will need to be collected from school after their timetabled classes have finished by a parent or by a person who has been authorised to collect them by the parent/carer. This permission can be provided in verbal or written.

Year 7 to Year 12 students with a modified timetable can be given permission to leave school after their timetabled classes have finished, so long as their parent/carer has given the school verbal or written permission to release them.

On occasions, students permission to leave the school unaccompanied will be restricted in accordance with the students Behaviour Support Plan.

All students on a modified timetable that commences later in the morning must sign in at the School office on their arrival.

All students on modified timetables are required to sign out when they leave the school on the “Leaving school during the day” register at the school office. Year Level Leaders will also be required to approve the student leaving the school by counter signing the register.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school’s website
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school office upon request

MORE INFORMATION AND RESOURCES

- The Department’s Policy and Advisory Library (PAL): [Attendance](#)
- The Department’s Collection of students policy www2.education.vic.gov.au/pal/collection-students/policy
- Every Day Counts

POLICY REVIEW AND APPROVAL

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| Policy last reviewed | November 2023, November 2020. |
| Consultation | While consultation on this policy is not mandatory it is recommended that school council is consulted given this policy includes information on support for student engagement as well as engaging with parents. To be discussed at November 2023 School Council meeting. |
| Approved by | Acting Principal |
| Next scheduled review date | November 2026 Policy to be reviewed every 3 years. |

Appendix A – Attendance Procedures

