

	Attendance and Leave Policy	Endorsed by School Council: June 2019 Developed: March 2018
Information: 02 6076 1566 Manager: Principal	DET Schools Reference Guide: Associated Policies:	Next review: Term 4 2020 Issue No: 1.1

Rationale:

It is imperative that all students attend school regularly to ensure they are able to take full advantage of the educational opportunities offered by the college. Students whose pattern of attendance is irregular risk non-completion of their formal education. Primary age students are too young to leave school during the day without parental supervision.

Implementation:

All students enrolled at Corryong College are expected to be regular and punctual in attendance. Students are required by law to attend school until they reach the age of seventeen. All students who have been absent must bring a note from their parents or guardian explaining their absence within five days. These notes must be handed in to the form teacher, signed and dated by the parent.

Policy and Procedures

- If a student is going to be away for a prolonged period, parents are requested to notify the college office in advance.
- Student absences are recorded electronically on SIMS and parents notified immediately of each absence.
- Students receiving Youth Allowance must comply with the above expectations, as Youth Allowance administrators penalise students with more than five days un-approved absences.
- The VCAA administrative handbook states that all VCE units require a minimum of 50 hours of class time. A student needs to attend sufficient class time to complete work. At Corryong College, an 80% class attendance rate has been set to ensure sufficient class time to complete work.
- Year 12 student may not be granted satisfactory completion if there has been a substantive breach of school attendance rules.
- P-6 students are not permitted to leave school during the day unless they are collected from school by parents or other authorised adults (written verification of this is required).
- Year 7 to 12 students must seek permission to leave the grounds at any time including lunch time or recess break. Any pupil who wishes to leave the grounds for any reason MUST bring a note from home (signed by their parent/guardian). If they are attending an appointment or on business that cannot be carried out in lunch time or after school, they should take their explanatory note to the Year Level Coordinator, Assistant Principal, or Principal and sign-out in the usual manner (and sign in on return) at the front office. Leave is not granted for the purpose of purchasing food or beverage items (with the exception of Year 12 students).
- Year 12 involved in unsupervised, work-related activities "outside school", must sign out on leaving and returning, also at the front office.
- Year 12 students may leave at lunchtime but must sign out and in on the register the front office.
- Any student who intends to leave the school due to illness must notify the General Office so that parents or emergency contact person can be notified. Parents of students will be contacted by school staff and the student supervised at school in the office area until parents are able to collect their child.
- Students will be referred to the regional student engagement officer after 5 consecutive days of unexplained absence
- The general office will be notified of any student who is absent from a class yet marked as present earlier in the day.

Review Process

The policy will be reviewed annually or more often as necessary due to changes in regulations or circumstances.

Reference Students Driving Cars Policy