



## Attendance Policy & Procedures

### Truganina College

This policy reflects the DET *School Policy Advisory Guide* including school community consultation.

#### 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 Truganina 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 Truganina 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 Truganina College, parents and School Attendance Officers under legislation or the School Attendance Guidelines.

#### DEFINITION

*Parent*— includes a guardian and every 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).

At Truganina College, we believe that student success is determined by regular attendance at school. 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.

School Name: Truganina College	Policy name: Attendance Policy	Date: Presented to School Council 05/20/2024 [Month, Day, Year]	Policy Ref. Number: Student Welfare 3.1 (a) (i) 5.
Owner: T.Fota [AUTHOR]	Approved by: S.Toqueer [APPROVER]	Review date: May 2027	Version 1.0

Within the school the principal has the overall responsibility for student attendance, and certain staff have particular designated duties in monitoring student wellbeing and attendance. As student attendance is fundamental to the role of teachers, all staff need to be actively and cooperatively involved in its maintenance.

We acknowledge that monitoring of student attendance enables identification of students at risk and the early implementation of intervention strategies.

We also acknowledge our obligation to monitor the legal requirement for all students under fifteen years to attend school, and that we have a duty of care for all students including those over the compulsory school age.

School staff should set an example for students, encouraging and emphasising attendance and punctuality.

Truganina College will:

- Ensure strategies are in place to maximise the attendance of all students.
- Support families in achieving regular attendance for their children.
- Implement Action Plans for Attendance which support the early detection and identification of causes of student non-attendance.
- Identify and support all students at risk of non- attendance.
- Support staff in monitoring and following up all absences.
- Ensure the efficiency and accuracy of data collection for school, legal and audit requirements.

Students are expected to attend Truganina 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 Truganina College.
- The student is registered for home schooling and has only a partial enrolment in Truganina College for particular activities.

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

Truganina 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.

All families are required to apply for written permission for all family holidays greater than 5 days. Please email [truganina.p9.co@education.vic.gov.au](mailto:truganina.p9.co@education.vic.gov.au) with the name of your child, length of absence and reason for absence to be passed on to the relevant Principal Class Officer. All families requesting extended leave (greater than 5 days) will need to meet with the Principal.

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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.

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.

Truganina College 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 Truganina 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**

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

Our school also promotes student attendance by:

- Providing supportive Learning Action Plans (Attendance) for those at risk of not meeting attendance expectations.
- Timely (two day) follow up phone calls by teachers for Unexplained absence.
- Cohort and Whole College attendance incentives.
- Weekly Morning Engagement program that offers breakfast.

### **Recording attendance**

**Years Foundation to 6:** Truganina College must record student attendance at minimum twice per day. This is necessary to:

- Meet legislative requirements.
- Discharge Truganina College's duty of care for all students.

Attendance will be recorded by the class teacher within the first 10 minutes of the first lesson of the day and after recess and lunch using Compass School Manager.

If students are in attendance at a school approved activity, the teacher in charge of the activity will record them as being present.

**Years 7 to 9:** Truganina College must record student attendance in every class.

This is necessary to:

- Meet legislative requirements.
- Discharge Truganina College's duty of care for all students.

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Attendance will be recorded by the subject teacher within the first 10 minutes of every lesson of the day using Compass School Manager.

If students are in attendance at a school approved activity, the teacher in charge of the activity will record them as being present.

### 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 Truganina College of absences by:

- Contacting administration if it is an unplanned absence.
- Logging in and providing an explanation of absence through Compass School Manager's Parent Portal.
- Informing the classroom teacher if it is a planned absence.

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, Truganina College will notify parents by SMS/push notification message email. Truganina College will attempt to contact parents as soon as practicable on the same day of the unexplained absence, allowing time for the parent to respond.

If contact cannot be made with the parent (due to incorrect contact details), the school will attempt to make contact with any emergency contact/s nominated on the student's file held by the school, where possible, on the day of the unexplained absence.

Truganina College will keep a record of the reason given for each absence. The principal will determine if the explanation provided is a **reasonable excuse** for the purposes of the parent meeting their responsibilities under the *Education Training Reform Act 2006* and the School Attendance Guidelines.

If Truganina College considers that the parent has provided a **reasonable excuse** for their child's absence the absence will be marked as '**excused absence**'.

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

The Principal has the discretion to accept a reason given by a parent for a student's absence. The Principal 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.
- Cultural observance if the parent/carer notifies the school in advance.
- Family holidays where the parent notifies the school in advance.

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If no explanation is provided by the parent within 10 school days of an absence, it will be recorded as an 'unexplained absence' and recorded on the student's file.

Parents will be notified if an absence has not been excused.

### **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, Truganina 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
- implementing an Attendance Learning Action Plan with strategies for return to school
- providing strategies and learning guidelines for students who will be absent for an extended period
- Implementing a Student Absence Learning Plan for students who will be absent for an extended period
- arranging for assistance from relevant Assistant Principals and PLC/SSL Leaders.

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 Truganina 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 South Western Region 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 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 excuse 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.

### **RELATED SCHOOL POLICIES**

- Truganina College Duty of Care Policy
- Truganina College Child Safe Policy
- Truganina College Student Wellbeing and Engagement Policy

### **COMMUNICATION**

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

- Available publicly on our school's website
- Included in staff induction processes
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## MORE INFORMATION AND RESOURCES

- [School Attendance Guidelines \(docx - 148.04kb\)](#)
- [Out-of-Home Care and Homelessness - Supporting Children, Young People and their Families](#)
- [Affected by Homelessness – Guidelines for Victorian Schools](#)
- [Legislation - Education and Training Reform Act 2006](#)
- School Policy and Advisory Guide: [Attendance](#)
- [School intranet](#)

## REVIEW CYCLE AND EVALUATION

This policy was last updated May 2024 and is scheduled for review every three years.

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