The School for Student Leadership

Attendance Policy

HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact The School for Student Leadership on 03 5154 8552 or alpine.school.snowy.river@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 The School for Student Leadership has in place to:
    - support, monitor and maintain student attendance
    - record, monitor and follow up student absences
    - maintain a register of accepted students
    - maintain a record of every student's location at specific times, including any reason, given or apparent, for the absence of any student from the school.

SCOPE

This policy applies to all students at The School for Student Leadership.

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 The School for Student Leadership, 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).

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 The School for Student Leadership 24/7 for the entirety of the program they are enrolled in.

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

The School for Student Leadership 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 work with students' base schools to 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 approach a teacher and seek assistance if there are any issues that are affecting their attendance.

The School for Student Leadership 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 The School for Student Leadership 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.

Register of students

The School for Student Leadership will maintain a register of accepted students that contains:

- the student's name, age, date of birth and residential address
- the name and contact details of any parent or legal guardian of the student
- any information relating to the health or wellbeing of the student, including any health issues
- the date of acceptance of the student to board at the premises
- the date that the student ceases to be accepted to board at the premises
- the base school at which the student is enrolled.

We will maintain this register by requiring parents to enter the required information into the uEducateUs enrolment form prior to their child's participation in the school's programs. Any updates to that information can be made by contacting the school. Upon notification of any change the campus' business manager will update the record on uEducateUs.

Supporting and promoting attendance

The School for Student Leadership's Student Wellbeing and Engagement Policy supports student attendance.

Recording attendance

The School for Student Leadership must record attendance twice per day. This is necessary to:

- meet legislative requirements
- discharge The School for Student Leadership's duty of care for all students.

Attendance will be recorded by the teacher delivering the first lesson of the day and the lesson immediately following lunch each day, using uEducateUs. In addition the school completes seven daily headcounts throughout the day.

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 The School for Student Leadership if they wish to collect their child from the school by calling the school and advising their arrival time and reason for the student's absence.

If a student is found to be missing from the school we will follow the department's Students Absconding or Going Missing from School Policy. This will include The School for Student Leadership notifying the student's base school and parents by telephone as soon as practicable on the same day. 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, as soon as practicable on the same day.

The School for Student Leadership will keep a record of the reason given for each absence and pass this onto the student's base school for entry into CASES21. The Principal of the base school 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* (Vic) and the School Attendance Guidelines.

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

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

The Principal of the base school, in consultation with the Principal of The School for Student Leadership, has the discretion to accept a reason given by a parent for a student's absence. 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, The School for Student Leadership will work collaboratively with the student's base school, parents, the student, and other professionals, where appropriate, to develop strategies to improve attendance inn line with the base school's Attendance Policy.

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 The School for Student Leadership, in consultation with the student's base school, 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 student's base school's region for further action.

Record of location of students

The School for Student Leadership will maintain a record of every student's location at specific times, including any reason, given or apparent, for the absence of any student from the school in the following ways:

- During timetabled classes – student timetables
- Overnight – noted in room allocation lists
- Any absences or exceptions from the above are noted on uEducateUs.

During any other times, students will be located around the campus and supervised in accordance with our Supervision Policy.

The record of location for students attending off-site activities is outlined in the school's Camps and Excursions Policy.

COMMUNICATION

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.
- Hard copy available from school administration upon request.

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- Attendance
- Students Absconding or Going Missing from School

POLICY REVIEW AND APPROVAL

Policy last reviewed	Term 1, 2024

Approved by	Principal
Next scheduled review date	Before term 2, 2028