



ATTENDANCE POLICY

Rationale:

Attending Narre Warren South P-12 College everyday is important for each student's education. Absence from our College means that learning opportunities are reduced and this can ultimately lead to poorer student achievement. The systematic monitoring of student attendance and the degree to which our College is able to address the absence issue is an important indicator of our College's ability to maximise the learning opportunities for all our students.

Objectives:

The objectives of the Attendance Policy are to ensure:

- student attendance is monitored;
- welfare support is provided for students with significant absenteeism to improve their attendance;
- attendance data is regularly reviewed across the college to investigate whether the learning needs of particular groups of students are being met.

Guidelines:

- The college will apply minimum student attendance criteria to the assessment of whether students have satisfactorily completed a unit of study. All students are required to attend a minimum of 90% of classes. Failure to attend this minimum may cause the student to be ineligible to achieve a satisfactory grade. This is particularly the case when assessment is conducted by an external organisation (eg, Victorian Curriculum Assessment Authority). The college will determine whether particular absences are exempt from inclusion in the calculation of this minimum
- Exempt absences would include:
 - medical illness;
 - compassionate reasons e.g. a family bereavement;
 - religious observance;
 - special circumstances as are agreed in advance by the College.
- Appropriate evidence must be supplied by the parent/guardian to confirm these reasons.
- The responsibility rests with each individual student over 18 and or parents/guardians to account for all absences from class. All absences must be advised by either:
 - a note /phone call from the parent/guardian/students over 18 which explains the reason for the absence; or
 - a medical certificate or other supportive medical evidence which must be submitted to the Homegroup Teacher on the day the student returns to the College.
- The College will maintain records and retain documentation relating to each student's attendance and record approved and unapproved absences.
- Many students receiving forms of Government financial assistance need to be aware that all unexplained absences must be forwarded to Centrelink for auditing purposes. This may result in the withdrawal of payment or repayment of monies received by students.
- In the event that a dispute arises from the implementation of this policy, the dispute will be resolved by:
 - Victorian Curriculum and Assessment Authority (VCAA) procedures, for VCE students, or
 - The Principal/Principal's nominee, for Years Prep to 10 students.
- All students are expected to arrive at least five minutes before the beginning of the school day
- All students are expected to attend all required classes for the duration of the school day

Late Arrivals:

All students who arrive late to school are to report to the appropriate reception area.

Primary Students:

- Parents/guardians are to sign a Late Comers record located in the Primary Reception at G Block
- Student is issued a late pass with time of arrival and then sent to class accompanied by a parent/guardian.

Year 7-8 Secondary Students:

- Student is required to give a note from parents/guardians to their teacher.
- Student is to go directly to their classroom.
- Coordinators across the College will check late comers records regularly and follow-up students who are repeatedly late

Year 9 Secondary Students:

- Student is required to give a note from parents/guardians to the Office Staff stationed in F Block.
- Student is issued a late pass with time of arrival and then sent to class
- Student or parent/guardian is to fill in Late Comers record located at Reception in F Block.
- Coordinators across the College will check late comers records regularly and follow-up students who are repeatedly late

Year 10-12 Secondary Students:

- Students are required to give a note from parents/guardians to their Coordinator or Office Staff in their respective areas.
- During period 1, a student signs in with their Coordinator and the student is issued a late pass with time of arrival and then sent to class
- From period 2 a student must sign in at reception and the student is issued a late pass with the time of arrival and then sent to class.
- Coordinators across the College will check late comers records regularly and follow-up students who are repeatedly late

Early Dismissal:

If a parent/guardian arrives at reception requesting to pick up their child, daily monitors, if available, will be sent with an Early Dismissal notice to the classroom and will then take the required student back to reception. Parent/guardian must sign the Early Dismissal register at the appropriate reception area before leaving.

If a parent/guardian knows that they will be collecting their child early from school they are to send their child with a note stating the time the child will be picked up.

Primary Students:

Primary teachers are to send the student with the note to the Reception in G Block (accompanied by 2 students) at the pickup time. The parent/guardian is required to sign the Early Dismissal register at the office.

Secondary Students:

The student is required to show the note signed by the parent/guardian to their teacher when they are required to leave the classroom. The student then takes the note to the appropriate reception area and signs the Early Dismissal register and is given an early leaver's pass which must be kept with them until they reach their destination.

Evaluation:

The effectiveness of this policy will be reviewed as part of the College's four year review cycle.