

This policy is compatible and compliant with The Brotherhood of St Laurence – High Street Centre Frankston, Victorian Registration and Qualifications Authority (VRQA) and the broader Brotherhood of St Laurence policies.

Policy background and purpose

It is an expectation that all students enrolled in the David Scott School attend the expected school hours every day of each term, unless exemptions have been made by the Principal within their authority under the Education and Training Reform Act 2006.

Daily school attendance is important for all young people to succeed in education and to ensure they don't fall behind both socially and developmentally. Young people who regularly attend school and complete Year 12 or an equivalent qualification have better health outcomes, better employment outcomes, and higher incomes across their lives. It is important that children develop habits of regular attendance at an early age.

School participation is important as it maximises life opportunities for young people by providing them with education and support networks. School helps people to develop important skills, knowledge and values which set them up for further learning and participation in their community.

We understand that sometimes special consideration may need to be given to in-school procedures for students and their families from particular living circumstances. It is important that students, staff and parents/carers have a shared understanding of the importance of attending school David Scott School

- is committed to promoting the key messages of the benefits of regular school attendance
- believes all young people should be enrolled at school and attend school all day, every school day
- believes successful students are well organised and start the day on time
- believes that in the best interest of students that family holidays/shopping trips/medical appointments are scheduled outside of school hours
- believes non-attendance can place a student in unsafe situations and impact on their future employability and life choices
- monitors, communicates and implements whole school strategies to improve regular school attendance
- believes attendance at school is the responsibility of everyone in the community.

Policy objectives

Recording student attendance is required by legislation, as it is essential to:

- Enact the school's duty of care for all students, including those over the compulsory school age
- Monitor and follow up student absences

Student Attendance Policy

- Maintain accurate information for the census audit and school funding purposes
- Provide accurate information for reporting
- Support effective emergency management procedures
- • Ensure that student attendance is appropriate to continue in any VCAL, VCE, VET or SBAT Course

The David Scott School uses a Student Management System - Compass. The attendance is entered into the SMS that allows for detailed notes of lateness, reasons for absences and results of contact with the home. The Student Management System is a legal record of the student attendance

Source of Obligation

The Victorian Registration Standards (sch 4 cl 10 ETR Regs) require that the school must make provisions to:

- monitor the daily attendance of each student enrolled at the School; and
- identify any absences of a student from the School including classes; and
- follow up any unexplained absences of a student from the School or classes; and
- notify any parent or guardian regarding a student's unsatisfactory school or class attendance; and
- record information regarding a student's unsatisfactory attendance at school or classes on the student's file.

The Victorian Registration Standards (sch 4 cl 11 ETR Regs) require that we must maintain a student attendance register recording the attendance of students of compulsory school age (i.e. 6-17 years).

- An attendance register records any unexplained absences to ensure:
- the care, safety and welfare of students
- continuity of learning.

An attendance register must record student attendance at least twice a day and record any given or apparent reason for student absences.

Daily Attendance Register

- David Scott School keeps a register of the daily attendance of all students at the School utilising the school management system Compass.
- The register of daily attendance records the following information for each student:
 - daily attendance
 - absences
 - reason for absence
 - documentation to substantiate reason for absence.

Attendance is checked daily at:

- 9:00am (homestead)

Student Attendance Policy

- 10:55am (session 1)
- 11:15am (session 2)
- 1:30pm (session 3)

Monitoring Daily Attendance

David Scott School has implemented the following systems and procedures in order to monitor the daily attendance of students and identify absences from school or class:

- Parents are responsible for ensuring that they notify the school to explain the absence of their children on any particular school day. Notification should be provided in writing prior to the commencement of the school day but the school reserves the right to accept verbal permission where an enrolling parent/guardian is unable to provide written permission. Written permission must include the signature of the enrolling parent/guardian and the date.
- Class teachers take the class roll promptly at the commencement of the school day and therefore it is critical that all students attend in a punctual manner.
- All absences are recorded absences using the Compass system. They are cross-checked against the absentee notifications that have been provided to the school that day

It is the responsibility of the Assistant Principal to ensure that student daily attendance is being effectively monitored.

Absences identified as requiring wellbeing support will be referred to the Wellbeing team for follow up actions. Actions will be shared with teaching staff as appropriate.

Early Departures During School Hours

Where a student is required to leave the school during school hours, including those over the compulsory school age, notification should be provided in writing prior to the commencement of the school day but the school reserves the right to accept verbal permission where an enrolling parent/guardian is unable to provide written permission. Written permission must include the signature of the enrolling parent/guardian and the date.

Any absence that is approved via verbal permission from the enrolling parent/guardian is recorded into the Absence module in the Student Management System – Compass. Upon return to school after a student is absent, parents/guardians are required to provide an explanation of the absence by way of email or handwritten note. This written notification must include signature and date.

Where a student leaves school without notifying the appropriate staff and/or without parental consent, the school will immediately contact the enrolling parent/guardian to advise of the student's unauthorised departure from school.

Upon return to school, the student will be required to meet with the Assistant Principal to resolve this matter. Parents/Guardians may be required to attend this meeting.

Student Attendance Policy

Following Up Unexplained Student Absences

David Scott School has implemented the following systems and procedures in order to follow up unexplained absences from school:

- Where an absence has not been explained by 10:00am an SMS Text message is sent to the student's parents notifying them of the absence and requesting that they immediately contact the School.
- Where the absence remains unexplained the matter will be reported to the Assistant Principal for investigation and follow up.
- A meeting will be arranged to determine how the young person can be supported to improve their attendance.
- The meeting should establish a shared understanding of accountability and strategies for improving the attendance of the student. The student should be involved in the process of problem identification and improvement goal setting. Meetings should be supportive rather than disciplinary and should focus on proactive solutions. It is important that transparent and immediate action is taken on any problems identified by the parents/guardians or the student. All actions will be recorded in the Student Management System - Compass.
- At this meeting, decisions will be made about what type of follow-up is required and who is responsible for this action. This can include meetings between the student, Teacher, Principal, Student Wellbeing Coordinator, Pathways and Transition Officer and parent and any variation of groupings depending on the issues and history of attendance. This could include placing the student on a modified timetable or withdrawal from VET/SBAT Courses at the discretion of the Principal.
- All information in relation to unsatisfactory attendance is recorded on students' files and information with respect to attendance is provided in each student's school report.

Notification of Parents and Guardians of Unsatisfactory Attendance

David Scott School has implemented the following systems and procedures in order to notify parents and guardians of unsatisfactory attendance:

- Where a student is unsatisfactorily absent from David Scott School, the school will contact the parents directly seeking an explanation and to remind parents of their child's obligation to attend school.
- Where parents repeatedly fail to inform the David Scott School of absences, the Assistant Principal will contact them directly seeking an explanation and to remind them of their obligation to report absences.

Student Attendance Policy

Parents and carers are regularly reminded to ensure that any changes to their contact details are communicated to the School.

Records of the Register of Daily Attendance

The register is retained indefinitely and copies of information in the register are stored off-site at regular intervals. The register is kept for each calendar year and shows the twice-daily attendance checks and any reasons for absence.

Implementation

Parents/Guardians acceptance of this policy is given upon signing of Student Enrolment Form at the time of enrolment.

Students acceptance of this policy is given upon signing of the David Scott School Student Code of Conduct Agreement at the time of enrolment.

Approved by	Catherine Arnold- Principal
Approved Date	October, 2020
Review Date	2022
Authorising Department	David Scott School
Prepared by	Craig Colgan – Business Manager
Control File title	Student Attendance Policy
Version No	V 2.0
Superseded documents	

Policy Changes

Date	Reason for Change	Made by