



# Attendance Policy

## **Rationale:**

It is important that all students attend school regularly to ensure they are able to take advantage of the educational opportunities offered by the College. Parents / Guardians, students and the College must work in partnership to ensure immediate and apparent follow up to student absence.

## **Aims:**

All students enrolled at the Middle Years College Wodonga are expected to be regular and punctual in attendance. Students are required by law to attend school until they reach the age of 17.

## **Implementation:**

### **Parents / Guardians are expected to:**

- Ensure that their child attends the College at all times when the College is open for instruction
- Promote and provide organisational support to their child for full attendance and participation at the College on designated College days
- Ensure that their child is on time for the College day
- Notify the A team teacher in advance when an absence of any period is planned.
- Support their child's learning during continued and prolonged absences
- Work cooperatively and collaboratively with the College to develop and implement improvement strategies when attendance has been inconsistent due to reasons deemed unsatisfactory by the College.

Student absences are to be reported, via the Absence Line, on 6057900 by 9.00am on the day of the absence and /or a note explaining the absence is to be provided within three days of the initial absence. These notes must be signed and dated by the parent / guardian and should be handed in to the A- Team teacher.

### **Students are expected to:**

- Attend the College at all times when the College is open for instruction
- Arrive on time to the College and to every class
- Provide a written explanation from their parents / guardians to their A Team teacher when they have been absent from the College
- Remain on the College premises during College times unless they have permission to leave from both a representative of the College and their parent / guardian.
- Work cooperatively with the A Team teacher and team leader to develop personal attendance improvement goals and strategies on their Individual Learning Plan when their attendance has been inconsistent.

### **The College Community will:**

- Promote student attendance through clear statements of expectations and procedures
- Develop and implement rigorous and effective systems to record and monitor attendance
- Ensure that student attendance is recorded every class
- Maintain accurate attendance records

- Monitor and analyse the College attendance records regularly for early identification and the provision of timely and targeted support to students at risk of poor attendance and possible disengagement from the College
- Monitor and follow up all individual cases of student absence promptly and consistently. The College will ensure wherever possible, parent/ guardians are aware of student absence on the same day of the absence.
- Pursue and record explanation for every absence
- Convene a SSG meeting which is attendance focussed with parents /guardians and students when a student's attendance pattern is a concern
- Provide ongoing intensive support if communication with parents /guardians has not been possible or if a student's attendance pattern continues to be a problem after initial SSG
- Recognise outstanding or improved student's attendance.

### **To and From the College**

Staff should be prepared to respond to an incident involving students while travelling to and from the College. Bus travellers are considered at the College from the time they get on the College bus.

### **Special Conditions of College Leave**

Once a student has arrived at the College and entered the College grounds, the only time they are permitted to leave the College grounds is for Medical and Dental appointments or to attend to a pressing family matter. Under such circumstances a written request must be provided to the College seeking approval for the student to leave during the College day. A student who has permission to leave the College must sign out at the Front Office before leaving the College and sign in when they return. This permission will only be granted when a student has a note from their parent.

### **Teacher Marking of Rolls**

Teachers recognise their role and responsibility in promoting, supporting and recording attendance. Teachers are required to mark rolls at the beginning of the instructional lesson. Teachers will normally mark rolls electronically; when this is impractical a paper role should be recorded and updated electronically by the teacher at the earliest practical opportunity.

### **Subject based special activities (e.g. Theatre Performance, Field Trip)**

Students are expected to attend all special activities prescribed by the subjects in which they enrol. Teachers are expected to mark an electronic roll for these activities.

### **College activities (eg interschool sport, camps)**

Organisers are expected to record student attendance on First Class from these activities prior to the activity taking place.

### **Student reassignment**

All student reassignments arranged by a Team Leader and/ or Assistant Principal will be recorded on First Class.

### **Evaluation:**

This policy will be reviewed with whole staff, student, parent and community input as part of the College's three-year review cycle.