

Attendance Policy

Please note this policy is mandatory and staff are required to adhere to the content

Summary

Table 1 - Document details

Publication date	May 2023
Review date	May 2026
Related legislation/applicable section of legislation	Attendance Work Flow Document
Related policies, procedures, guidelines, standards, frameworks	<u>Exemption from School Attendance and Enrolment Policy</u>
Approved by	Principal
Approval date	May 2023
Noted by	School Council
Noted by Date	May 2023
Version	2.0



1. PURPOSE

The purpose of this policy is to
x

If a student is absent on a particular day (as recorded during LM and period 1) and the school has not been previously notified by a parent/carer, or the absence is otherwise unexplained, Rowville Secondary College will notify parents/carers via our text message service (this notification is sent at 10:45am).

If contact cannot be made with the parent/carer (due to incorrect parent/carer 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.

Rowville Secondary 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 Rowville Secondary College considers that the parent/carer has provided a **reasonable excuse**

excused absence If the school determines that no reasonable excuse has been
unexcused absence
discretion to accept a reason given by a parent/carer

The Principal will generally excuse:

- x medical and dental appointments, where out of hours appointments are not possible or appropriate
- x bereavement or attendance at the funeral of a relative or friend of the student, including a student required to attend Sorry Business
- x school refusal, if a plan is in place with the parent to address causes and support the

- x cultural observance if the parent/carer notifies the school in advance
- x family holidays where the parent/carer notifies the school in advance

If no explanation is provided by the parent/carer within 10 school days of an absence, it will
Parents/carers
will be notified if an absence has not been excused.

3.4 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, Rowville Secondary College will work collaboratively with parents/carers, the student, and other professionals, where appropriate, to develop strategies to improve attendance, including:

- x establishing an Attendance Student Support Group
- x implementing a Return to School Plan
- x implementing an Individual Learning Plan
- x implementing a Student Absence Learning Plan for students who will be absent for an extended period
- x arranging for assistance from relevant Learning Mentor, House Leader or Wellbeing coordinator

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.

3.5 Referral to School Attendance Officer

If Rowville Secondary College decides that it has exhausted strategies for addressing a student's non-attendance, in accordance with the School Attendance Guidelines refer the non-attendance to a School Attendance Officer in the North East Victorian Region for further action.

If, from multiple attempts to contact with a parent/carer, 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:

- x the student has been absent from school on at least five full days in the previous 12 months where:
 - o the parent/carer has not provided a reasonable excuse for these absences; and
 - o measures to improve the student's attendance have been undertaken and have been unsuccessful
- x
 - o the student has been absent for 10 consecutive school days; or
 - o no alternative education destination can be found for the student.

4. MONITORING, EVALUATION AND REVIEW

- x