Attendance Policy

Monitoring student attendance

The attendance roll is a permanent record of the attendance of all students at Simonds Catholic College. Attendances and absences shall be recorded at least on a half-day basis, at the beginning and end of the school day. We as a staff acknowledge that Roll keeping is required by legislation and attendance records must be maintained on our administration system.

The recording of class attendance for VCE students is required by the Victorian Curriculum and Assessment Authority (VCAA). At Simonds, VCE students are expected to attend a minimum of 90% of all classes to ensure that they have sufficient class time to undertake the course work and complete Learning Outcomes. Attendance will be recorded at the beginning of each lesson.

The Principal of Simonds College also acknowledges that there are attendance requirements for the inclusion of students in the census count for purposes of calculating the school’s Student Resource Package funding.

Communicating non-attendance

Policy for Checking on Absentees

If a boy has been absent from school for more than 2 days and the school has not been notified the Homeroom Teacher is to inform the Level Coordinator and arrangements are to be made to contact the boy’s parents. This may normally be done by the Homeroom Teacher unless the Level Coordinator determines that it may be more appropriate for him/her to make the contact. If the Homeroom Teacher has concerns about a particular absentee then this process may be initiated earlier than the third day.

Notes Explaining Absence. It is the responsibility of the Homeroom Teacher to ensure that these are received. If a letter is not forthcoming then the Level Coordinator is to be informed and contact made with the parents. As above this contact may normally be made by the Homeroom Teacher unless it is determined otherwise by the Level Coordinator. When efforts to contact parents have been unsuccessful a note should be made in the teacher's diary to ensure that a record is kept.

Patterns of irregular and infrequent attendance (truancy)

Simonds Catholic College will act within its duty of care and promptly inform parents or guardians of unexplained absences. Irregular or infrequent attendance may be an indicator that students are experiencing difficulties, placing students at an even greater educational disadvantage or personal risk. Making parents/guardians aware of these absences is a good start to begin to address these issues.

It is important for the College and families to develop a shared approach that reflects the school and parent/guardian responsibility and commitment to regular school attendance. The school Counsellor, family, homeroom teacher and Year level coordinator act as a support group for students experiencing attendance difficulties. As a student support group they work together to identify objectives for students, develop a plan to achieve these objectives, and monitor progress.

Private instruction during school hours

The Education and Training Reform Act 2006 Section 2.1.1 (a) requires parents ‘to enrol the child at a registered school and to ensure the child attends the school at all times when the school is open for the child’s instruction’.
The *Education and Training Reform Act 2006* Section 2.1.3 allows for the exemption to be granted ‘if the child is undertaking an educational program provided by a registered education and training provider.’

The written request must include the following details:

- the name, age and year level of the student
- the period of the day for which the student will be absent from school and the length of time for which the absence is required
- the name, address and contact details of the registered education and training provider
- the name and brief description of the program
- confirmation that the instruction cannot be obtained locally outside school hours

The principal may or may not grant permission and will base that decision on:

- the perceived educational value to the student, bearing in mind the student’s progress at school
- the practicability of the student attending classes outside school hours
- the arrangements made for travel and the student’s safety.

If approval were granted, disruption to the school program should be kept to a minimum.

Where approval is granted by the principal, such approval shall be for a period of up to twelve months only, after which the parents should submit a new request.

The registered education and training provider will also have documentation that satisfies the 2007 Working with Children Act.