# Baimbridge College Attendance Policy

**Help for non-English speakers**

If you need help to understand the information in this policy, please contact Baimbridge College Reception on 5572 2788.

## PURPOSE

The purpose of this policy is to

- ensure all children of compulsory school age are enrolled in a registered school and attend school every day the school is open for instruction
- ensure students, staff and parents/carers have a shared understanding of the importance of attending school
- explain to school staff and parents the key practices and procedures Baimbridge College has in place to
    - support, monitor and maintain student attendance
    - record, monitor and follow up student absences.

## SCOPE

This policy applies to all students at Baimbridge College.

This policy should be read in conjunction with the Department of Education and Training's School Attendance Guidelines. It does not replace or change the obligations of Baimbridge College, parents and School Attendance Officers under legislation or the School Attendance Guidelines.

## DEFINITION

*Parent* – includes a guardian and every person who has parental responsibility for the child, including parental responsibility under the *Family Law Act 1975* (Cth) and any person with whom a child normally or regularly resides.

## POLICY

Schooling is compulsory for children and young people aged from 6 to 17 years (unless an exemption from attendance or enrolment has been granted).

Daily attendance is important for all children and young people to succeed in education and to ensure they do not fall behind both socially and developmentally. School participation maximises life opportunities for children and young people by providing them with education and support networks. School helps people to develop important skills, knowledge and values that set them up for further learning and participation in their community.

Students are expected to attend Baimbridge College during normal school hours every day of each term unless:

- there is an approved exemption from school attendance for the student
- the student has a dual enrolment with another school and has only a partial enrolment in Baimbridge College, or

- the student is registered for home schooling and has only a partial enrolment in Baimbridge College for particular activities.

Both schools and parents have an important role to play in supporting students to attend school every day.

Baimbridge College believes all students should attend school all day, every day when the school is open for instruction and is committed to working with its school community to encourage and support full school attendance.

Our school will identify individual students or cohorts who are vulnerable and whose attendance is at risk and/or declining and will work with these students and their parents to improve their attendance through a range of interventions and supports.

Students are committed to attending school every day, arriving on time and are prepared to learn. Our students are encouraged to approach a teacher and seek assistance if there are any issues that are affecting their attendance.

Baimbridge College parents are committed to ensuring their child/children attend school on time every day when instruction is offered, to communicating openly with the school and providing valid explanations for any absence.

Parents will communicate with the relevant staff at Baimbridge College about any issues affecting their child's attendance and work in partnership with the school to address any concerns.

Parents will provide a reasonable explanation for their child's absence from school and endeavour to schedule family holidays, appointments, and other activities outside of school hours.

## Supporting and promoting attendance

Baimbridge College's *Student Wellbeing and Engagement Policy* supports student attendance.

Our school also promotes student attendance by: Breakfast club, duty student rosters, and volunteering to sell Anzac badges & Remembrance Day poppies.

Baimbridge College must record attendance in every class. This is necessary to:

- meet legislative requirements
- discharge Baimbridge College's duty of care for all students
- meet Victorian Curriculum and Assessment Authority requirements for VCE students

Attendance will be recorded by the classroom teacher at the start of each period using Compass.

If students are in attendance at a school approved activity, the teacher in charge of the activity will record them as being present.

## Recording absences

For absences where there is no exemption in place, a parent must provide an explanation on each occasion to the school.

Parents should notify Baimbridge College of absences by:

- Contacting reception if it is an unplanned absence, or informing the classroom teacher if it is a planned absence.
- Entering the absence via Compass, with an explanation and identifying the applicable absence code.

If a student is absent on a particular day and the school has not been previously notified by a parent, or the absence is otherwise unexplained, Baimbridge College will notify parents by SMS at 11:15 am requesting approval for absence to either be recorded on Compass or notifying reception directly. Baimbridge College will attempt to contact parents as soon as practicable on the same day of the unexplained absence, allowing time for the parent to respond.

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

Baimbridge 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 Baimbridge College considers that the parent has provided a **reasonable excuse** for their child's absence the absence will be marked as '**parent choice: authorised'**.

If the school determines that no reasonable excuse has been provided, the absence will be marked as '**parent choice: unauthorised"**.

The Principal has the discretion to accept a reason given by a parent for a student's absence. The Principal will generally excuse:

- medical and dental appointments, where out of hours appointments are not possible or appropriate
- bereavement or attendance at the funeral of a relative or friend of the student, including a student required to attend Sorry Business
- school refusal, if a plan is in place with the parent to address causes and support the student's return to school
- cultural observance if the parent/carer notifies the school in advance
- family holidays where the parent notifies the school in advance

Parents will be notified if an absence has not been excused via approval letters twice a term.

## 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, Baimbridge College Year Level Coordinators will work collaboratively with parents, the student, and other professionals, where appropriate, to develop strategies to improve attendance, including:

- establishing an Attendance Student Support Group
- implementing a Return to School Plan
- implementing an Individual Education Plan

- implementing a Student Absence Learning Plan for students who will be absent for an extended period
- arranging for assistance from relevant student 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.

The Baimbridge College Attendance officer will provide administration support to Year Level Coordinators by monitoring IEPs & Attendance plans are up to date, and following up to ensure there is clear documentation that supports our policy and desire to have all students attending every day.

### Referral to School Attendance Officer

If Baimbridge College decides that it has exhausted strategies for addressing a student's unsatisfactory attendance, we may, in accordance with the School Attendance Guidelines refer the non-attendance to a School Attendance Officer in the South West Victoria Region Office for further action.

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

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

**Exiting Students**

- All students in years 9-12 will complete a Career Action Plan whilst attending school.
- Once an exit form is requested for a student in years 9-12, the form will first go to the Careers & Pathways Team Support Staff Member to update the Career Action Plan with the student.
- Exit form then goes to YLC for a meeting with the student and family. YLC is to ensure all checklist items on exit form are signed off.
- Exit form then goes to Principal for signing.
- Exit form returns to the front office for Student Administrator to complete the Cases Exit process.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website and on the Compass Portal under Policies
- Included in staff induction processes
- Hard copy available from school administration upon request

Baimbridge College is a Child Safe School

## MORE INFORMATION AND RESOURCES

- The Department's Policy and Advisory Library (PAL): Attendance

## POLICY REVIEW AND APPROVAL

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| Policy last reviewed | 14th May 2024 |
| Consultation | 17th June 2024 – Baimbridge College School Council |
| Approved by | Yvette Colquhoun - Acting Principal |
| Next scheduled review date | May 2027 |