



# STUDENT ATTENDANCE POLICY

## Source of Obligation

The Victorian Registration Standards (**sch 4 cl 10**) (CECV Guidelines ref 4.9) require that we must make provisions to:

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

The Victorian Registration Standards (**sch 4 cl 11**) (CECV Guidelines ref 4.10) require that we must maintain a student attendance register in which the attendance at the College of any child of compulsory school age is noted at least twice on each school day, and any reasons given or apparent for the absence of the child from the College is noted.

## Daily Attendance Register

Galen Catholic College keeps a register of the daily attendance of all students at the college in print / electronic form derived from our LMS - SIMON. 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 at least twice a day, at:
- 8.50am (during home room); and

2.00pm (5th period).

## Monitoring Daily Attendance

Galen Catholic College has implemented the following systems and procedures in order to monitor the daily attendance of students and identify absences from college or class:

- Parents are responsible for ensuring that they notify the College to explain the absence of their children on any particular school day. Notification may be provided via email or by telephoning the College and should be made prior to the start of college.

- Class teachers take the class roll promptly at the commencement of the school day and at the start of Period 5 (after lunch break).

All absences are recorded absences using LMS - SIMON. They are then notified to Administration Officer (Absences) and cross checked against the absentee notifications that have been provided to the College that day.

### **Following Up Unexplained Student Absences**

- Galen Catholic College has implemented the following systems and procedures in order to follow up unexplained absences from college:
- Where an absence has not been explained by 9.30am an SMS Text message is forwarded to the student's parents notifying them of the absence and requesting that they immediately contact the College. This notification is made on the same day, as soon as practicable, including for post-compulsory aged students.
- Where the absence remains unexplained the matter will be reported to the Deputy Principal Wellbeing - Students for investigation and follow up.
- 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. The requirement to follow up unexplained absences is included in the role descriptions of identified

### **Notification of Parents and Guardians of Unsatisfactory Attendance**

Galen Catholic College has implemented the following systems and procedures in order to notify parents and guardians of unsatisfactory attendance :

- Where a student is unsatisfactorily absent from college, the College will contact the parents directly to seek an explanation and to remind parents of their child's obligation to attend school.
- Where parents repeatedly fail to inform the College of absences the Homeroom Teacher will contact them directly seeking an explanation and to remind them of their obligation to report absences.

### **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

### **School Attendance Guidelines**

Galen Catholic College has referenced the information in the **Student Attendance Guidelines** in relation to the development of this policy.

### **Implementation**

Galen Catholic College has set up a series of compliance tasks in **CompliSpace Assurance**, to ensure that key obligations under the Victorian Registration Standards and CECV Guidelines are managed effectively

### **Related Policies**

#### **Student Non- Attendance Policy**

