



Attendance Policy

Rationale

Children of compulsory school age (six years and up to the age of seventeen years) resident in Victoria are required to be in full-time attendance at a government or registered non-government school unless they are receiving approved home tuition or correspondence education through the Virtual School Victoria. This policy aims to establish guidelines for how Mildura Christian College processes, and records, student attendance. It deals with absences, late arrivals, early departures as well as expectations regarding student attendance.

Aims

- To maximise learning opportunities by ensuring student absenteeism is kept to a minimum.
- To put into place agreed processes for managing student absences within the school.

Implementation

- All enrolled students are expected to attend school every day.
- Every morning during opening activities at 8:50 am teachers will mark the attendance roll. The morning roll is marked in the online Sentral attendance module.
- Teachers will mark the attendance roll again at 1:40pm (immediately after lunch). The afternoon roll is marked in the online Sentral attendance module.
- If a student arrives late, the student must report to Reception to check in. The administration officer will then mark the time of arrival in the Sentral attendance module.
- If a student leaves early, the student must report to Reception to check-out. The administration officer will then mark the time of departure in the Sentral attendance module.
- Teachers will notify the College office by phone of any changes in attendance between the morning and afternoon roll that have not already been formally noted through the early departure process (see over page).
- All absences will be recorded in the Sentral attendance module on a daily basis.
- Teachers will bring to the attention of the principal any student whose attendance is irregular, who does not provide written notes adequately explaining absences, or whose absences appear unwarranted.
- The principal, after checking attendance records and consulting with the teacher and the student, will decide upon a strategy to be employed. As truancy is often indicative of other problems including lack of school engagement and family issues, the support strategies employed will be determined on a case-by-case basis.
- The Sentral attendance module has been configured to notify the Principal when a student has been absent from school for 5 or more days in the term.

Following Up Unexplained Student Absences

Parents of absent students are required to provide a reason for their child's absence. This can be done using the Sentral Parent app or web portal. Parents may also phone, email, or write a note in the student's diary. The reason for the absence will be recorded in the Sentral attendance module.

If a student has been absent from school for two or more days without proper notification of the absence, the administration officer will contact the parents seeking an explanation for the absence and enquiring after the student's welfare.

Notification of Parents/Carers of Unsatisfactory Attendance

Where a student is unsatisfactorily absent from school, the School 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 School of absences they will be contacted directly seeking an explanation and to remind them of their obligation to report absences.

Parents and carers are regularly reminded to ensure that any changes to their contact details are communicated to the College. This is done through the College newsletter and at school events. They are also asked on an annual basis to complete a Student Contact and Medical Information form. This form lists the contact details for parents and carers as well as emergency contacts and asks parents to update or correct the details as required.

Acceptable Reasons for Student Absence

- Sickness
- Danger of being affected by, or inflicting, an infectious or contagious disease
- Temporary, or permanent infirmity
- Unavoidable and sufficient cause, eg.
 - Bereavement within the family or of a close friend
 - Family trauma
- Attending a school organised activity, eg. Excursion , camp, work experience, remote learning during a lockdown etc.

Unacceptable Reasons for Student Absence

- Truancy
- Shopping
- Personal grooming, eg haircuts, massages etc
- Helping at home
- Birthdays
- Part-time or casual work
- Appointments which could be made out of school hours eg, driving lessons or tests
- Excessive time for appointments which are avoidable
- Holidays

Notice of Absence

When a student is absent, parents should notify the school as soon as practicable and give the reason for the absence. Whenever possible, notice of a student's absence should be given in advance. This can be done through the Sentral Parent app. If it is necessary for a student to be absent from school for an extended period, parents are to inform the principal beforehand as early as possible. Providing



notice of expected absence allows teachers to prepare for the student's absence and adjust teaching plans accordingly.

Late Students

Students who are late to school must report to the front office to obtain a LATE stamp in their diary. Students should have their diaries in their bags when arriving at school. In the event that they do not, the student will be issued with a LATE slip. Entry into the classroom without either the LATE stamp or slip is not permitted and students will be directed to the front office to obtain one.

The office administrator will record in the Sentral attendance module the time at which the student arrived at school.

Persistently late students will be referred to the Principal and consequences applied as are deemed appropriate by the Principal. Potential consequences include lunchtime and after school detentions.

Early Departures

Students are not permitted to leave before normal dismissal without permission from parents and the knowledge of their learning centre teacher. No student will be permitted to leave until the College office has communicated to the student's teacher that the child's parent or guardian is either on their way to pick the child up or is waiting to pick the child up. If the student is departing on his or her bicycle, the teacher must notify the front office that the student is about to leave. In all circumstances the student must visit the College office and confirm their departure before leaving. The College office will record this early departure time in the Sentral attendance module. No public buses leave the College and students are not permitted to walk from school due to its isolation and lack of walking paths.

Communication

A summary of the relevant procedures around absences, late arrivals, and early departures will be provided in the front of every student's school-issued diary. Parents and students will be reminded of the importance of regular attendance at school in newsletters and at school events.

Last Reviewed: January, 2021

Review frequency: Annual

