

# STAWELL SECONDARY COLLEGE

## Student Attendance Policy

### Rationale:

- School attendance is essential for school success – it is not ok to be away.
- All students are required to attend school.
- 80% attendance equals 1 day per week of absence and 2.5 years of absence for a student's learning across their F-12 schooling.
- During the school day the College assumes a duty of care for all students. Students are only able to leave the school during the day with permission from a Parent/Guardian/Carer.
- For student protection and school accountability, the Department of Education and Training insists that an accurate record of student absence is maintained. This is the responsibility of both the College and the Parent/ Guardian/ Carer.

### Aims:

- To increase student attendance.

### Implementation:

#### **Roll Marking**

- All staff including CRT and replacement teachers will mark the roll electronically. CRT and replacement teachers will always be provided with a paper copy of the roll.
- An attendance officer will oversee the electronic roll marking throughout the school, will ensure it is activated and ready for use by staff, will assist staff where necessary and bring to the attention of the Principal any ongoing areas of concern.
- Student attendance rolls will be marked electronically at the commencement of the school day and within 10 minutes of the start of a single or double period.
- Student attendance rolls are legal documents, often subpoenaed by courts as evidence. It is incumbent upon all teachers to ensure they have up to date and accurate attendance rolls for the students in their care.
- Student rolls must be marked so that the roll is not visible to the class i.e. displayed on an interactive screen in the classroom. This is to protect the privacy of individual students.
- The attendance officer will inform teachers of unmarked rolls, and, if any the teacher will be contacted to mark the roll not already marked.
- The attendance officer will SMS the parents or carers of absent students during session one or two or three to inform parents or carers of student's absence.

#### **Planned Absence**

For planned absence for all or part of a school day; Parents/ Guardians/ Carers are required to:

- Provide a signed note or contact the General Office by email or phone prior to the absence explaining the reason for the absence.
- The Attendance Officer will record the absence on the School Management Tool.

#### **Unplanned Absence**



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For unplanned absence such as illness for all or part of a school day; Parents/ Guardians/ Carers are required to:

- Provide a signed note or contact the General Office by email or phone prior to the absence explaining the reason for the absence.
- If the student who is absent is enrolled in VCE, they will be required to provide a Medical Certificate or Statutory Declaration to the Attendance Officer on return to school. Without this documentation, the student's attendance rate and assessment options will be jeopardised.
- The Attendance Officer will record the absence on the School Management Tool.

## **Home Group Teacher Responsibilities:**

Home Group teachers are responsible for daily checks of student absences.

- Home Group Teacher are to follow up all unexplained absences.
- If a student's unexplained absence extends beyond three consecutive days or a student's Parents/ Guardians/ Carers to confirm the reason for the student absence(s).

## **Leaving School Grounds**

Appropriate permission for leaving the school may be granted according to one of the following circumstances. A Parent/ Guardian/ Carer may request permission to be granted in advance.

- Via a note written and signed by a Parent/ Guardian/ Carer clearly stating the reason for leaving the school and given to the General Office.
- A phone call from the Parent/ Guardian/ Carer to the General Office.

In the case of an unplanned request, Parent/ Guardian/ Carers may request permission in person or via the phone to the General Office (5358 1700). Students leaving the College must sign in/ out via the Kiosk at the General Office.

## **Permanent Lunch Pass**

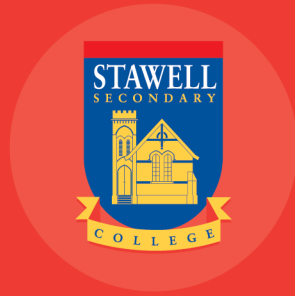
Parents/Guardians/ Carers can apply to the College in writing for a lunch pass. The Principal will determine whether a Lunch pass will be issued under one of the following criteria:

- The student resides within 1000m (1km) of the school, to make going home for lunch and returning to school on time (students cannot drive or use a motorised bike to travel home).
- The student has a medical reason supported by documentation.
- The Principal deems that it will support the Wellbeing of the student.

If a Lunch Pass is approved, they will be issued with a laminated card, conditions of use include:

- The student must sign in/ out via the Kiosk at the General Office.
- The student must carry their pass with them at all times when out of the school.
- The student must only go to and from their place of residence.
- The student must present their Lunch Pass to staff when requested.

Note: Students will not be granted permission to leave the school grounds to purchase their lunch from the food stores in town. The school provides a more than adequate range of meals at the school canteen at reasonable prices.



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Any breach of these conditions will result in the Lunch Pass being revoked.

**Appendix:**

- Staged Response to Absence Flow Chart.

**Evaluation:**

This policy will be reviewed as part of the school's review cycle in accordance with the Child Safe Policy, in November every year. The review will be led by the Attendance Officer and referred to the Policy Subcommittee and School Council for ratification.

*Reviewed last: 2018*

*Next Review: 2019*