



School of Possibilities Attendance Policy

POLICY:

All students participate in creating a foundation for success by ensuring they have an excellent school attendance record.

A student's educational and social development is enhanced by regular and punctual attendance at school.

This policy aims to: -

- To ensure a strong record of attendance by all students.
- To provide a process for dealing with absence (approved & unapproved) from the College.
- To develop a monitoring process for student attendance.
- To provide support for students with poor attendance records.

GUIDELINES: Attendance expectations whilst being a student at the College:

- All students in the School of Possibilities are expected to be at the school each day from the commencement to the end of the school day except when attending preapproved school activities.
- It is expected that students will be punctual to all classes and other school activities or school commitments.

Monitoring student attendance:

- Whilst overall responsibility for monitoring student attendance resides with the Principal, the College has a whole school approach to attendance, which involves all staff members.

Subject teachers, pastoral group teachers, coordinators and administrative staff are all involved in monitoring student attendance.

- Attendance is recorded for each class across the day, utilising an electronic attendance program (SIMON). In the event that a student is deemed to be absent without authorisation, immediate and direct contact will be made with the parent/s / guardian.
- Supervision of students undertaking a VET program offsite with GoTAFE will be provided by GoTAFE staff. The VET Coordinator will make regular visits onsite to GOTAFE to monitor this process. Rolls will be marked by GoTAFE and shared with the college by 9:30am. Attendance concerns will be followed up by the VET coordinator in line with college policy and procedure.



Approved Absences:

All student absences must be communicated by:

- Parent/guardians contacting the College (written or verbal) to explain a student absence.
- Where a student needs to leave the College before the end of the day, contact must be made with the front office by either of the following modes: a signed note from the parent/s confirming the need for the student to exit early, including the reason or via direct telephone communication with the office staff.

The student will be required to sign out using Passtab at reception once these requirements have been satisfied.

Unapproved absences:

All unapproved absences will be followed up by Pastoral Group Teachers.

- Pending the frequency of unapproved absences by any student, the Pastoral Group Teachers may refer any concerns to the VCE Coordinator.
- If absences cause concern, a letter will be mailed home to parent/s / guardians advising them of the schools concerns and will include the policy related to attendance requirements.
- Where a chronic attendance problem is identified, the VCE Coordinator may request a formalised meeting with the student, parent/guardian, wellbeing, subject teacher and Careers Practitioner.

VCE attendance:

- The expectation is full attendance for VCE students. **A minimum of 85% attendance is required to satisfactorily complete a unit.**

- In VCE, students must have a medical certificate for any absences exceeding two consecutive days.

Absences for one or two days can be approved with a parent explanation up to a total of five days in the year.

- If a student has had five days of absences then all additional absences can only be approved if a medical certificate is presented.
- Absence from VCE outcome-assessed Task in Year 10 (OAT) related to an illness will require a medical certificate when the student returns.
- If a student is absent without legitimate cause from a school-assessed Task in year 10 (OAT), a replacement OAT will not apply.

The student will be awarded an 'N' for that coursework assessment and an 'NA' for the score



Attendance Procedures

The legal responsibility of the roll marking system is to be able to account for every student for each period of the day in a reliable way. Roll marking is on line through SIMON and teachers are required to mark the roll within the first ten minutes of each session.

Class Attendance

- Classroom Teachers are required to mark rolls within the first ten minutes of each class.
- If a student is absent from class and doesn't appear marked as a known absence, they are to be marked absent.
- If anomalies are detected, for example, a student is marked absent but is present in the class; the student is to be sent immediately to the Administration Office to have the attendance record adjusted.
- The class teacher is responsible for adjusting the roll if a student arrives late to class.

Absence Follow-up

VCE Class teachers will notify the VCE Coordinator if a student is absent for two consecutive lessons (VCE Class teachers are also required to notify the VCE coordinator if a student is absent for an assessment task (OAT)).

An automatic SMS will be sent to parents/carers/guardians at 9:30am, after the recording of attendance at the commencement of the school day by the pastoral group learning mentor, regarding any unexplained absences.

At least once per week, the pastoral group learning mentor will review the VCE student list of unexplained absences, as well as late attendances for the previous week, and monitor the pattern of attendance records flagged on SIMON.

An email will be sent by the pastoral group learning mentor (with the School of Possibilities leader and VCE coordinator copied into the communication) to the parent/carer/guardians of students with any unexplained and/or unacceptable absence(s), as well as parents/carers/guardians of students with a pattern of unexplained or unacceptable lateness, asking them to provide an explanation. This contact will be recorded on SIMON.

If no reply is received by the end of that week (or within two school days from the initial email contact), details will be provided to the VCE Coordinator to make further phone or face to face contact with the family (parents/carers/guardians). The VCE Coordinator will inform the family of their concerns and ask if there is anything the college needs to be aware of that might be impacting on student attendance. The VCE Coordinator will suggest possible strategies for improvement and actions to be undertaken by the students/family, and identify ways that the college can be of support, working collaboratively with the student and their family. Notes of any contact by the college with the family (parents/carers/guardians) will be entered onto the student's profile on SIMON (i.e nature of the concern; contact and communication with the family; response received, and any strategies and actions suggested). The VCE Coordinator and the pastoral group learning mentor will then meet with the student to discuss strategies and actions and continue to monitor the student's attendance and



academic progress. If any other concerns emerge, the VCE Coordinator might request a progress report from the student's class teachers. Additional notes will be recorded on SIMON (relevant information teachers need to be aware of, strategies and actions implemented to support the student/family and teachers, and what to do if concerns are ongoing).

If following further contact by the college outlined above, no explanation or response has been provided within 10 school days, the absence will be recorded as an unapproved absence and will also be noted in the student's file.

Where the student's attendance pattern is of continued concern, and the student has been identified as potentially substantially breaching the college attendance rules, the matter will be escalated, in discussion with the School of Possibilities leader. The School of Possibilities leader will send an Attendance Warning Letter to the student and their family (parents/carers/guardians). The letter will outline the ongoing attendance concerns and the impact they have on the student's academic progress, and require the family to contact the college to arrange a meeting between the student, their family, the School of Possibilities leader, VCE Coordinator and the pastoral group learning mentor (and Student Wellbeing Officer, as appropriate). The letter will also contain the warning that a VCE Review Panel will be the next step, if there is no improvement in attendance. The meeting arranged will discuss the college attendance rules and expectations, the seriousness of the attendance concerns and the potential implications of a breach of attendance rules (including a possible N result for the unit(s)); strategies and actions to support the student/family to meet attendance expectations and monitor academic progress. An Attendance Plan will be developed and a Student Support Group established, as per the college process for students at risk of not meeting attendance requirements. The circumstances will also be explored to determine if the student might be eligible for special consideration of Special Provision arrangements, in accordance with the college's Special Provision Policy, and if so, the college Special Provision Flowchart will be followed. If it emerges that all school-based interventions have been exhausted, it may be appropriate to seek assistance from the CES Ltd Student Wellbeing team.

If there has been no improvement in the student's attendance pattern, and the student does substantially breach attendance rules, the college VCE Review Panel will be convened by the School of Possibilities leader (following similar processes as outlined in the Investigation of Breach of Rules of School-Based Assessment). The VCE Review Panel will meet with the student (in the case of attendance matters, the family will also be requested to attend this meeting) to discuss the substantial breach of college attendance rules. The VCE Review Panel will make a recommendation to the Principal (as the final arbiter) on the outcome of the meeting. As part of their deliberations, the panel should consider the potential for additional support measures to be implemented (such as opportunities for the student to eg resubmit /redeem/reschedule tasks for assessment as needed in order to avoid a final N result(s)). Or, where the college attendance rules have been substantially breached, the panel may recommend to the Principal an N result for the unit(s). the Principal will determine the final outcome.