

Attendance Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact Rosehill Secondary College on 9337 2488.

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 Rosehill Secondary 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 Rosehill Secondary 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 Rosehill Secondary 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 Rosehill Secondary 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 Rosehill Secondary College, or
- the student is registered for home schooling and has only a partial enrolment in Rosehill Secondary College for particular activities.

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

Rosehill Secondary 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. (Appendix A)

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.

Rosehill Secondary 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 Rosehill Secondary 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

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

Our school also promotes student attendance by: using live marking on Compass, using a late check in process for all students, following up student absences with parents, arranging welfare support where needed, running a breakfast club. Recognising and celebrating strong attendance at each year level.

Recording attendance

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

- meet legislative requirements
- discharge Rosehill Secondary 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 lesson/period using Compass roll marking.

If students attend 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 Rosehill Secondary College of absences by Compass, phone, or email. Parents are strongly encouraged to provide explanations for absence through Compass. A support guide can be found in Appendix B

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, Rosehill Secondary College will notify parents via Compass SMS service. This will prompt parents to provide an explanation.

Rosehill Secondary 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 Rosehill Secondary College considers that the parent has provided a **reasonable excuse** for their child's absence the absence will be marked as '**explained absence**'.

If the school determines that no reasonable excuse has been provided, the absence will be marked as '**unexplained absence**'. (APPENDIX C)

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

- medical, dental and wellbeing 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

The Following reason will count as an 'unapproved absence'

- Truancy
- Unexplained absences
- family holidays

- Parent Choice (unauthorised absence)

If no explanation is provided by the parent within 10 school days of an absence, it will be recorded as an 'unexplained absence' and recorded on the student's file.

Parents will be notified weekly if an absence has not been excused.

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 3 days in a fortnight, Rosehill Secondary College 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 Re Engagement 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 co-ordinators and wellbeing staff.

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. (Appendix A)

Referral to School Attendance Officer

If Rosehill Secondary 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 region/Moonee Valley network 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.

COMMUNICATION

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

- Available publicly on our school's website
- Included in staff induction processes
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions

MORE INFORMATION AND RESOURCES

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

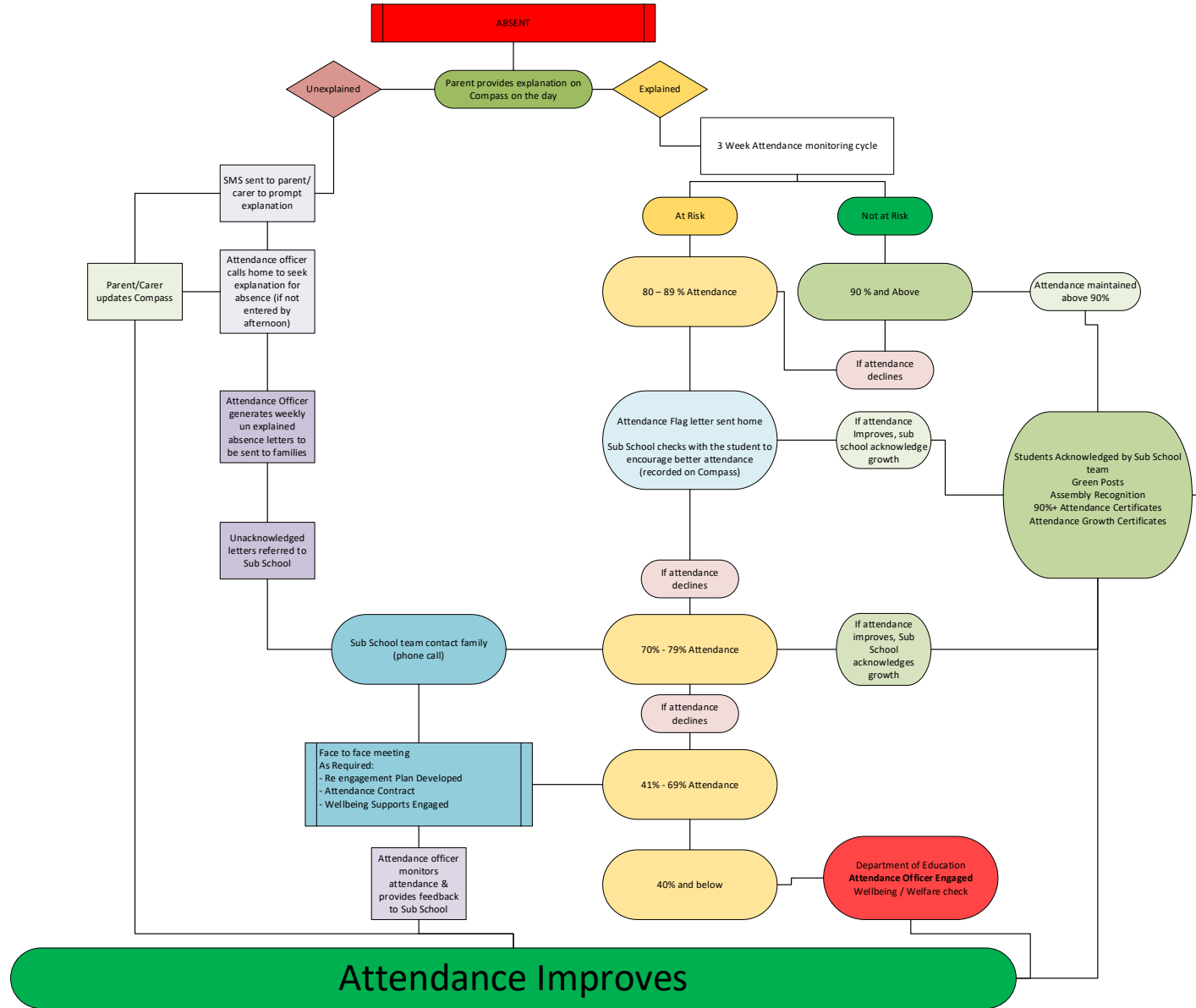
POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2022
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Approved by	
Next scheduled review date	Prior to May 2026

APPENDIX A – Rosehill SC Process for Monitoring Attendance

Rosehill SC
Process for monitoring
attendance



Attendance Flow Chart - Action Explained

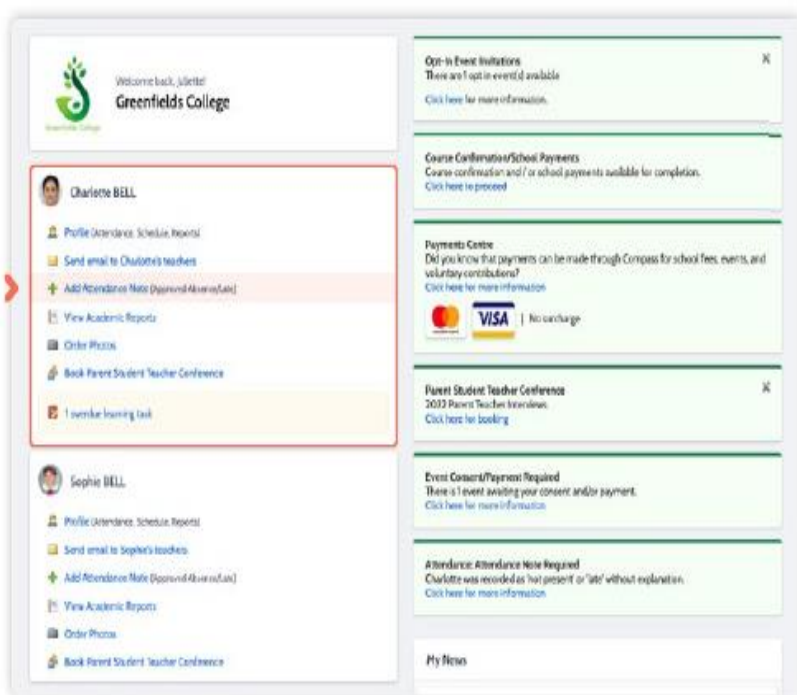
Resolving Unexplained Absence

1. Each day at **10:45 am** an SMS will be set to parents/guardian of students who are absent with no explanation recorded on compass.
 - a. Parent provides explanation - entered on Compass by parent /attendance office (resolved)
2. If no explanation is provided by the afternoon , the Attendance Officer calls parent/guardian of student with unexplained absence (daily)
 - a. Parent provides explanation - enter on Compass by parent /attendance office (resolved)
 - b. If no answer, a Compass post is entered
 - c. If students are absent for one single period but present all day, the attendance officer communicates with the classroom teacher requesting roll to be checked. Then investigate further e.g is the student in sick bay, wellbeing office, coordinator's office, or at an extracurricular activity.
 - d. If unresolved, report to the sub to check in with the student (a consequence may be issued and communicated with the parent).
3. Attendance officer generates an attendance letter weekly for unexplained absences, requesting reasons for the absences.
 - a. If the letters are unreturned and there is no further parent communication, a Compass post is made to inform the subschools.
 - b. SubschooL to make a phone call to the family to seek response to the letter, parent meeting may be required.
4. Students with 3 or more days absent per fortnight (approved and unapproved), are referred to the subschool (Compass post).
 - a. Assistant Coordinator to make a phone call to parents/ guardian.
 - b. Students already working under an re-engagement plan, follow existing actions and strategies. Append existing Compass chronicle.

3 Week Attendance Monitoring Cycle

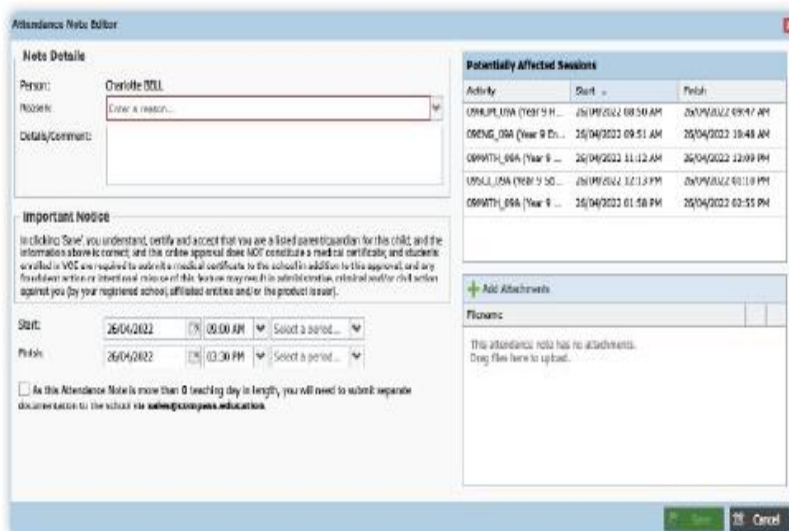
1. Sub School teams monitor school attendance data on 3-week cycle.
2. Student who's attendance remains high will be acknowledge for good attendance and celebrated at assemblies.
 - Green Compass Post, RIL Cards, Certificates
3. If a student's attendance drops below 90% with or without explanation an "Attendance flag" letter will be sent home to notify the family of the impact on attendance.
4. If a student's attendance drops below 80% without medical certificate or exceptional reasons in a term, a Parent meet with the student will be requested by the sub school team.
 - The Sub School Team will complete an attendance survey (Compass template) to identify barriers to attendance
 - A re-engagement plan will be developed to encourage improved attendance, this could include attendance contracts or wellbeing supports
 - Re-engagement plan is communicated to teachers, attendance officers and pinned to Compass.
5. If a student's attendance drops below 70% a further parent meeting schedule to review reengagement plan.
 - Student Support Groups Established (SSG)
 - Further external wellbeing support investigate.
 - Behaviour Support Plans / Individual Education Plans/ Absent Learning Plan
 - Routine meetings with parents
6. If a student's attendance drops below 40% the case can be referred to Department of Education *Attendance Officer*.
 - Referred to Department of Education Health and Wellbeing Key Contact (HWKC)
 - Wellbeing and welfare check consider by external service / agencies (Child Protect)
 - Navigator referral

How To: Add an Attendance Note for an upcoming Absence



If your child is going to be away, you can add in an Attendance note to advise the school.

To do so, click **'Add Attendance Note (Approved Absence/Late)'**.



A Note screen will open.

Select the applicable reason from the drop down list; add in any additional information if applicable in the Details/Comment box.

Select the start and finish date/time of the absence and click **'Save'**.



How To: Add an Attendance Note for an Unexplained Absence

If your child has been marked Not Present without an explanation, you will be required to add an **Attendance Note**.

You will see an alert on your homescreen.

Click the alert and it will take you to your child's **'Unexplained'** attendance tab where you will see any sessions listed for which they were marked as Not Present or Late.

Activity Name	Start	Finish	Period	Location	Staff	Status
MSCC_O9A	10/05/2022 01:58 PM	10/05/2022 02:55 PM	5	05	CR000	Late
BRNC_S9A	11/05/2022 08:50 AM	11/05/2022 09:47 AM	5	06	AC000	Late
BRNC_S9A	12/05/2022 03:43 PM	12/05/2022 04:40 PM	4	06	AC000	Late
BRNC_S9A	06/05/2022 08:50 AM	06/05/2022 09:47 AM	5	06	AC000	Late
BRNC_S9A	06/04/2022 08:50 AM	06/04/2022 09:47 AM	5	06	AC000	Late
BRNC_S9A	10/05/2022 08:50 AM	10/05/2022 09:47 AM	5	06	AC000	Late
BRNC_S9A	11/03/2022 03:48 PM	11/03/2022 03:55 PM	5	06	AC000	Late
MSCC_O9A	10/05/2022 11:13 PM	05/05/2022 01:30 PM	4	05	CR000	Late
MSCC_O9A	10/05/2022 08:50 AM	10/05/2022 09:47 AM	5	06	CR000	Late

Select the session (or sessions) that you are adding a note for and then click **'Explain with Attendance Note'**.

This will cause the Attendance Note screen to pop open.

Select the applicable reason for the absence and add in the relevant details/comment.

Click **'Save'**. This will assign the attendance note to the sessions you selected and they will update to no longer show as unexplained absences.

Appendix C - DET Absence

Code	Description	Counted as absence^^	Examples of types of absences	Parent / Carer Approval Required	Reasonable Excuse ##
300	Truancy	Yes	<ul style="list-style-type: none"> Parent is aware of absence but does not approve. Parent does not know about the absence and believes the student went to school, but they went elsewhere. 	Yes	Yes
500	Unexplained	Yes	<ul style="list-style-type: none"> The parent or student provide no reason for the absence <p>This may be used initially and changed once an explanation is provided</p>	N/A	No
804	Extended Family Holidays	Yes	<p>The parents has notified the school, agreed to a Student Absence Learning Plan, and the principal has agreed. For Example</p> <p>Student travelling with family to see parts of the UK.</p> <p>Student is visiting relative in India with their family.</p>	Yes	Yes Principal approval is required
805	Religious / Cultural Unauthorised	Yes	The student is not attending school due to religious or cultural observance	Yes	Yes, Principal approval is required
806	Parent Choice Unauthorised	Yes	<p>The parent has provided a reason for absence (eg shopping, visiting friends(, but the school does not consider this a reasonable excuse</p> <ul style="list-style-type: none"> - Parent is concerns about COVID exposure at the school and decides to keep the student home 	Yes	No

			<ul style="list-style-type: none"> - Approval has not been sought in advance or in accordance with school policy. - Conditions of approval have not been met (e.g., Student Absence Learning Plan for a family holiday not completed). 		
807	Parent Choice School Approval	Yes	<p>The parent has provided a reason (that is not a health, religious/cultural observance, or family holiday-related) and has sought and received approval from the principal.</p> <ul style="list-style-type: none"> ● Includes special circumstances, unavoidable causes, unforeseen circumstances, and an ill family member. <p>Student is a household contact of a person with COVID, is testing negative, but is kept away from school as a precaution.</p>	Yes	Principal approval is required

Appendix D : Attendance Flag Letter:

Info graphic included on reverse side of “ Attendance Flag Letter”

