



Attendance Policy

Rationale:

Antonine College encourages students to achieve to the best of their abilities. Therefore it is expected that all students take full advantage of their educational opportunities, including regular attendance, completion of all set work and consistently working to their full potential.

The Education Act requires children of school age (six to seventeen years) residing in Victoria to be in full-time attendance at a government or registered non-government school unless formally exempt. Our College requires post-compulsory aged students also attend school unless a valid reason exists.

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 Guidelines:

- Education is a sequential process. Absences often mean students miss important stages in the development of topics, causing them to find 'catching up' difficult
- Absenteeism lessens student opportunities
- All enrolled students are required to attend our College unless reasonable grounds exist for them to be absent
- All enrolled students are expected to attend all scheduled classes
- Parents have a responsibility to ensure their children attend school regularly, and are only absent if ill or absolutely necessary. Parents have a further responsibility to acknowledge their absence on PAM
- Parents/guardians are expected to make medical, dentist or other appointments outside of school hours to avoid disruption to classes and students learning. For this reason students are not permitted to leave class
- Parents/guardians are expected to advise the school of any extended absence (eg family holiday, medical procedure) 4 weeks prior to the absence by completing a Student Travel or Medical Form. Absences of 4 or more weeks will NOT be approved
- Supportive measures (including access to the Wellbeing Co-ordinator), re-engagement programs (internal / external) and other supportive services will be optioned
- Attendance in VCE classes will be monitored in accordance with VCAA requirements



- Parents need to utilise PAM to verify or communicate their child's absence in advance
- An SMS will be sent out to parents (mid-morning) if a student is absent without permission
- Parents must ensure that contact details for the child are correct and up-to-date
- Unexplained or inadequately explained absences will cause the designated staff member to communicate with parents and the student involved so as to implement strategies that will resolve the problem
- Students need to sign in/sign out via Student Services to obtain a Late Pass or Early Leavers pass. In all cases, students should have a note or communication (note, medical certificate) from home explaining the late arrival or early dismissal
- Ongoing unexplained absences, or lack of cooperation regarding student attendance will result in a formal attendance conference being organised, to instil supportive measures towards attendance
- Unresolved attendance issues of post-compulsory students may include discussion about alternate educational settings and / or ongoing enrolment at Antonine College
- Unresolved attendance issues for students required to attend will result in year level failure and may be reported by the Principal to the Department of Human Services
- The Principal will ensure all student absences are recorded each period by teachers, are aggregated on our SIMON database and communicated to the Department of Education
- The Department of Education and enrolment auditors may seek student attendance records
- Student attendance and absence figures will appear on student half year and end of year reports
- Aggregated student attendance data is reported to the Department of Education and the wider community each year as part of the Annual Report