



### **Attendance policy**

Regular attendance at school is vital if students are to obtain maximum benefit from the educational and social opportunities that the school can offer. Young people who attend school regularly and complete Year 12 or its equivalent have better health outcomes and access to a much wider range of post school education, training and employment opportunities.

As a parent, it is important that you familiarise yourself with the school's attendance requirements and procedures, which in most instances are provided at the time of enrolment and published on the school's website. You are responsible for ensuring that your child attends school every day, on time, and for explaining absences in a timely manner.

Your child's homeroom teacher or year level coordinator is directly responsible for monitoring daily attendance and patterns of absences and lateness, while the principal is responsible for determining if any irregular attendance or sustained absence is reasonable. If there are concerns about a student's record of attendance, the matter may be referred to a government Attendance Officer who has extensive powers of inquiry to investigate extended absences from school without a reasonable excuse.

There may be occasions when your child is reluctant or refuses to attend school, such occasions may increase in frequency and reflect a pattern of worrying behaviour. You are strongly encouraged to work in partnership with your child's teacher to address factors which may be causing the problem and to implement agreed strategies to promote attendance.

The College requires regular attendance. At the Principal's discretion, this can be waived where a student suffers a prolonged illness or if prior approval for leave of absence has been granted.

Therefore:

Students must be in school throughout the hours of a normal school day. Students are to attend all timetabled periods. This includes all Homeroom sessions, Assemblies, House meetings, College Celebration Day, House activities and House sporting carnivals. Students will be required to attend a minimum of 90% of classes (unless there are mitigating circumstances). For the absence to be **approved** by the school, parent/guardians need to support the absence with a Medical Certificate, Statutory Declaration or parent note made by the parent/guardian regarding their son/daughter's illness preventing them from attending school. The Statutory Declaration is permissible as an alternative to the Medical Certificate if the student is unable to secure a doctor appointment on the day of the illness.

Attendance will be marked for all students each morning during Homeroom class by the Homeroom teachers. Attendance will be marked each lesson for all subject classes throughout the duration of the school day by Subject teachers.

Whenever a student is absent from school, a written note signed by a parent/guardian is to be presented to the Homeroom teacher on the day of return. Any student consistently missing class due to illness needs to keep documentation to verify they have genuine reasons, e.g. medical certificates.

Students are to be punctual to school and to class. The day begins with Homeroom at 8.48am. Students are required to be at school by the start of Homeroom. Appointments are expected to take place out of school hours. If this is not possible, advance notice is required.

Any student who arrives after Homeroom is required to sign in at Student Reception using their student ID card. If a student is regularly late to school the Homeroom teacher in conjunction with the Year Level Coordinator will address the issue with the student and his parents or guardians and if necessary, impose appropriate consequences.

An unexplained absence occurs when the student is not present at school and the Legal Guardian does not contact the school. To notify the College of an absence, phone 8099 6000 and follow the prompts. An SMS message will be sent to Main Contacts by approximately 10.00am each day. The Homeroom teacher will follow up any unexplained absences by making contact with the student's Legal Guardians. Homeroom teachers will notify the Level Coordinator of ongoing absences who in consultation with the Deputy Principal-Students will formally write to the parents/guardians of the schools concerns.

No student may leave the school grounds without the prior approval of the Year Level Coordinator. If such permission has been granted, the student must sign out at Student Reception and sign in again when he/she returns. In cases of illness, students must attend Sick Bay and permission to leave the school if appropriate.

For satisfactory completion of a Semester Unit, a student must demonstrate achievement of the set outcomes as specified for each subject and satisfy the attendance requirement of 90%. The key knowledge and skills required to satisfy these outcomes are taught in class and as such it is expected students will attend.

**Students absent on holiday during regular school term:**

- Parents need to write to the Principal providing details of why and when the student will be absent from school. The College will acknowledge this correspondence.
- Catholic Regional College teaching staff will not be required to provide work for students who are absent from class and miss teaching/learning due to holidays taken in term time.
- Course outlines will be provided by the subject teacher and available through the school intranet if requested so that parents can deliver/arrange appropriate instruction through a tutor.
- It will be the responsibility of the student to arrange alternative dates for assessment task completion prior to his/her departure.
- If the student does not submit the assessment work prior to his/her departure, he/she may receive a grade NS (not submitted) for each task.
- If the student is absent for a period longer than two weeks, the assessment of his/her work will be made on the tasks completed for the period of the semester he/she has been in attendance at school.
- It is not advisable that VCE students are absent from during school for extended periods during the school term

These absences may have a detrimental effect in subject areas where sequential learning is important.

26 March 2020

## **Attendance at College Events**

The College schedules a number of religious, sporting and cultural events during the course of each school year e.g. Celebration Day, College swimming and athletic carnivals. These days provide important opportunities for the growth and development of individual students and are critical for the development and celebration of community. Normal classes do not run on these days and the events are an integral part of the education of each student enrolled at Catholic Regional College. All students must attend all College events as a condition of their enrolment. Student absences will be monitored and non-attendance will inform the re-enrolment process.

Student attendances are monitored via the College's intranet (SIMON). A daily and more detailed report may be generated. This will assist all staff in the continued checking of absentees.