

# TERANG COLLEGE

## STUDENT ATTENDANCE & ABSENCE

### POLICY (Student)

#### 1. RATIONALE

- 1.1 As attendance at the College is intrinsic to educational opportunity, Adult A and/or Adult B are to notify the College of the reason for any absence of the child they are in care of.
- 1.2 It is the responsibility of the College to develop a policy for the support and maintenance of student attendance.
- 1.3 To support student safety, Terang College will notify Adult A and/or Adult B if their child is not at the College.
- 1.4 To improve learning outcomes through College attendance and to understand the reasons for absences and reduce truancy.

#### 2. AIMS

- 2.1 All directions contained in DET Student Attendance Guidelines be adhered to.
- 2.2 The College and Adult A and Adult B should develop a partnership in their approach to student attendance.
- 2.3 To develop prompt communication to promote daily school attendance.

#### 3. IMPLEMENTATION

- 3.1 Issues, actions and decisions relating to this policy will take into account Department of Education and Training policies, memos, guidelines and circulars and Government Ministerial Orders and Acts.
- 3.2 Students:
  - 3.2.1 are expected to be at the College by 8.50 am
  - 3.2.2 may not be at the College prior to 8.35 am unless prior arrangements have been instigated by or arranged with the College.
  - 3.2.3 are to be ready to commence curriculum activities immediately
  - 3.2.4 who arrive late after recess or lunch will have this information recorded on Compass.
- 3.3 Attendance Records:
  - 3.3.1 Absences for each home group, period and event will be recorded on Compass or Attendance Roll (if Compass not available) by the staff member in charge of the group.
  - 3.3.2 All notifications received explaining a student's absence are to be forwarded to the Administration team who will update the student's absence records to approved and enter the reason for the absence.
  - 3.3.3 For suspensions, the Administration team will:
    - 3.3.3.1 Generate the suspension letter and forward to the parent / guardian
    - 3.3.3.2 Enter any suspension dates on the relevant student's attendance records.
  - 3.3.4 If a child is present at the College but is required 'outside' of their scheduled class:
    - 3.3.4.1 it is the responsibility of the overseeing staff member to add a School Activity on Compass for the student/s
    - 3.3.4.2 if attendance has been marked Not Present for the student's scheduled class, the teacher will update Compass from Not Present to Late when the student arrives to class.
    - 3.3.4.3 This process is to include student workers, meetings, music, rehearsals, detentions, wellbeing, etc.
  - 3.3.5 Sub-School Leaders and P-4 Assistant Principal will:
    - 3.3.5.1 scrutinize attendance records regularly and identify any action needed.
    - 3.3.5.2 monitor late arrival and early departure reasons.
    - 3.3.5.3 contact Adult A or Adult B
      - 3.3.5.3.1 if the student is absent for one day without a reason.
      - 3.3.5.3.2 if attendance is below 90%.
      - 3.3.5.3.3 when the student does not participate in College activities on two or more occasions.
      - 3.3.5.3.4 when believed to be in the student's best interest to leave the College – students are not to contact Adult A or Adult B directly to arrange this.
  - 3.3.6 Absences without reason which cannot be dealt with by the College are to be reported to Department of Education and Training.
- 3.4 Adult A and/or Adult B Communication:
  - 3.4.1 Adult A and/or Adult B will be informed it is their obligation to inform the College the reason for a student's absence:
  - 3.4.2 Adult A or Adult B will be requested to take action if the child repeatedly arrives late each morning to the College.
  - 3.4.3 The College will send a SMS where a student is marked Not Present without a known reason:
    - 3.4.3.1 at 9.30 every school day
    - 3.4.3.2 to Adult A listed on College records (the first listed Adult on the student's Compass Profile personal tab)
    - 3.4.3.3 will be based on attendance marked at home group and the first session of the day
    - 3.4.3.4 and the SMS will include a link for Adult A to tap and provide absence details.
- 3.5 Students arriving late to the College:
  - 3.5.1 P-4 Campus
    - 3.5.1.1 must enter their details in the College Sign In / Sign Out Book located at the General Office
  - 3.5.2 5-12 Campus
    - 3.5.2.1 must enter their details in the kiosk located at the general office.

3.5.2.2 the exception to 3.5.2.2 is if a student arrives late to school with a note from Adult A or Adult B he or she may go straight to class where the teacher will update Compass from Not Present to Present.

3.6 Early Departure from the College:

3.6.1 Students leaving early are required to:

3.6.1.1 provide notification from Adult A or Adult B to authorise the student to be dismissed from the College prior to the end of the school day – Adult A and Adult B will be encouraged to provide advance notice when this is to occur.

3.6.1.2 obtain a 'Student Out of Class Notification' form from a staff member and present it to the office when signing out

3.6.1.3 take responsibility to remember to report to the office as arranged.

3.6.1.4 enter their details in the kiosk (5-12) or College Sign In / Sign Out Book (P-4) located at the General Office.

3.6.2 All students are to be collected from the office - Adult A and/or Adult B are not permitted to take their child/ren directly from the classroom without pre-arranging early departure at the office.

3.6.3 In the event it is not Adult A or Adult B collecting the student, Adult A and/or Adult B must provide the College notification advising who will be collecting the student.

3.7 In the event of students being absent from the College for more than three days due to illness, Adult A or Adult B may request, via the Sub-School Leader, work be made available for the student.

3.8 Where possible, announcements requesting students to come to the office will only occur between teaching periods.

3.9 Students will not be sent home outside of normal dismissal time unless prior contact has been made with Adult A, Adult B or their emergency contact.

## 4. EVALUATION

4.1 This policy will be reviewed as part of the College three-year review cycle.

*Approved by College Council on 21/02/2022*