



## **ECSC - ATTENDANCE REQUIREMENTS**

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***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 required to attend school and all classes, except where compelling legitimate and serious reasons prevent such attendance. All students, at all levels, must maintain at least a 90% attendance rate in order to enable their promotion to the next year level.

- At Years 7 and 8 the 90% is determined by total number of days at school.
- At Years 9 to 12 it is determined by 90% attendance in each subject or unit of work.

### **Managing non-attendance and supporting student engagement**

Where absences are of concern due to their nature or frequency, or where a student falls below 90%, Edgars Creek Secondary College will work collaboratively with parents/guardians, the student, and other professionals where appropriate, to develop strategies to improve attendance.

**NOTE:** For the recording of attendance and attendance exemptions and appeals, please refer to the ECSC Attendance Policy.

## Edgars Creek Secondary College - Attendance Risk Assessment and Actions

Student - Class %	Level of Risk	Action
Below 50%	<b>High</b>	<ul style="list-style-type: none"> <li>Attendance Support Group meeting will be organised for the student comprising of a member of the Principal Team and Wellbeing Leader.</li> <li>An attendance panel will be convened with the student, parent/carer, Principal Team representative and Wellbeing Leader to discuss promotion into the next year level.</li> <li>Level 4, 5 and 6 Department of Education Letter sent home to parents/guardians</li> <li>A DET Attendance Officer may need to be contacted at this point.</li> </ul>
50 - 80%	<b>Medium</b>	<ul style="list-style-type: none"> <li>Attendance Support Group meeting will be organised for the student and parent/carer comprising of a member of the Principal Team, Wellbeing Leader.</li> <li>Level 3 Department of Education Letter sent home to parents/guardians.</li> </ul>
80-90%	<b>Low</b>	<ul style="list-style-type: none"> <li>A call home will be made by the Home Group Teacher.</li> <li>A Middle Years Leadership representative may establish a Student Support Group meeting to discuss attendance.</li> <li>Level 2 Department of Education letter may be sent home at this point.</li> </ul>
90% +	<b>Nil</b>	Attendance requirements are being met - no action is needed.

### IMPLICATIONS OF NOT MEETING REQUIREMENTS OF THIS POLICY

- If, due to excessive absences (see table above for levels of risk), a student does not comply with this policy, an interview will be held with the parents of the student to discuss strategies to improve future attendance and/or pathway options available to the student for the following year.
- Students who do not achieve a 90% attendance rate will be deemed not to have satisfactorily completed the year level or subject/unit of work. At Years 7 and 8 this may result in the student not being promoted to the next year level. At Years 9 to 11, this policy will impact upon the student's ability to pass units and ultimately on their ability to be promoted to the next year level. At Year 12, this policy will impact upon the ability of students to pass units and ultimately on their ability to gain their VCE/VET/VCAL certificate.

### **Role of the ECSC Students.**

- Students are expected to attend school and all scheduled classes,
- Arrive on time to school and to every class
- Provide a note from their parent/guardian when they have been absent from school
- After an absence, catch up on any work missed or complete any alternative set work
- Tell their classroom teachers of their involvement in College sanctioned activities that will result in their absence from class
- Students who are living independently must notify a representative from the Middle School Leadership team of any absences and the reasons for those absences.

### **Role of ECSC Parents/Guardians**

- Parents/Guardians are required to ensure that their child attends school at all times,
- Ensure that their child is on time for school each day,
- Notify the College by phone, or in writing, of the reason for any absence as soon as possible on the first day of any absence. Where appropriate, provide the College with medical certificates explaining absences,
- Notify the College in writing of the dates of any extended holiday that will cause their child to be absent from school and meet with representatives from the Middle School Leadership team in regards to this.
- Support their child's learning during continued or prolonged absences, work cooperatively with the school to improve their child's attendance where the reasons for absences have been deemed unsatisfactory by the school.
- Ensure that contact details for the child are correct and up to date
- Where necessary, take an active part in this Policy's interview, exemption and appeal processes.

### **Role of the ECSC Home Group Teacher.**

The role of the Home Group teacher plays a significant part in supporting the ECSC attendance policy and procedures.

- If a student is absent from Home Group, this is to be accurately recorded through Compass.
- Upon return, the student must be reminded to hand in their medical certificate at the ECSC administration office.
- If a student is absent for more than two days in the week, the Home Group teacher must make contact with the student's parents to have the absence explained. If there are any major concerns in regards to this, a representative from the Middle School Leadership team will need to be notified.
- If the Home Group teacher has identified a pattern of absences, a representative from the Middle School Leadership team will need to be notified.

## Role of ECSC Teachers

- Monitor accurately and record student attendance on COMPASS for every class, including extras
- Provide appropriate work for students during prolonged absences as requested by a representative from the Middle School Leadership team.
- If a student is missing a number of lessons, advise a representative from the Middle School Leadership team to ensure that the matter is being addressed by the College's attendance processes.
- Towards the end of a unit/subject, consult with the Middle School Leadership team to ascertain if a student has an absence rate below 90% in a class has legitimate reasons for those absences
- In consultation with the Middle Years leadership team, may be required to record the student's subject or unit result as unsatisfactory (N) if their attendance is below 90%.

## Role of ECSC -Middle School Leadership Team/Principal Class Representative.

- Monitor overall student attendance through Compass.
- Follow up all individual cases of students with extended unexplained absences
- Implement appropriate monitoring and support strategies
- In cases of extended unexplained absences, send a DET sanctioned letter requesting an explanation to the parent. In conjunction with the Student Wellbeing Coordinator, establish a Student Support Group to ensure a coordinated response to individual students' attendance problems, and make appropriate referrals to community agencies for additional support as required
- Develop a Student Absence Learning Plan when a student will be absent from school for an extended period of time, notify the parent/guardian in writing and arrange an interview with the student's parent/guardian if the student's attendance pattern is becoming a concern, **inform parents of the possible consequences on satisfactory completion of extended student absence due to family holidays or "parent choice"**
- Conduct interviews with students and their parents/guardians who do not meet the school's attendance and promotion requirements to discuss the students' pathway options.
- Monitor and analyse year level attendance records on a regular basis at meetings and use a range of student data to identify and provide support for students at risk of poor attendance
- Maintain accurate student and family contact details.