



### PURPOSE

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

### SCOPE

This policy applies to all student members of the Portland Secondary College Community.

### POLICY

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 contributes significantly to student failure at school.

All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.

Parents/Carers have a responsibility to ensure that their children attend school regularly, and are only absent if ill or if absolutely necessary. Parents/Carers have a further responsibility to provide a written note or to make a Compass notification to the school explaining why an absence has occurred.

Level Leaders will be responsible for monitoring and investigating student absences.

Parents of students who are to be absent are required to telephone the school before 9:00am to report the absence. Alternatively the absence can be reported in writing by a note from parents upon the student's return or logged via Compass.

Students whose living arrangements change with the result that they either become independent or move in with an alternative family must complete a 'statutory declaration for informal relative carers' and lodge this with the College for the period they are living out of the family home. The 'independent student' or the 'designated carer' is then responsible for alerting the school of student absence. Please note the statutory declaration for informal relative carers does not prevent a student's legal guardian from accessing attendance information unless the student is living independently and over the age of eighteen.

Level Leaders or Mentors will endeavour to contact parents/carers of absent students if communication from parents is not forthcoming.

Unexplained or inadequately explained absences will result in the Level Leader or Mentor endeavouring to communicate with parents/carers and the student involved so as to develop and implement strategies to try to resolve the problem.



Ongoing unexplained absences, or lack of cooperation regarding student attendance will result in a formal attendance conference being organised. Unresolved attendance issues of post-compulsory students may result in their expulsion from school. 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 at least twice daily by teachers, are aggregated on our CASES database and communicated to the Department of Education.

The Department of Education and enrolment auditors may seek student attendance records.

Student attendance and absence figure data can be accessed by parents via their Compass log in.

Aggregated student attendance data is reported to the Department of Education and the wider community each year as part of the Annual Report.

Attendance in each subject is set at a minimum of 90% for each class and individual attendance will be reviewed on a regular basis.

Students can fail a Unit or subject based solely on poor attendance.

An absence from a coursework assessment task will mean a student will not receive a grade for that part of the task, unless he/she is able to provide Portland Secondary College with a satisfactory medical certificate. This task will then need to be completed during a designated 'resit' session and be of an acceptable standard in order to receive a pass.

If a student can foresee a legitimate reason for an absence from an assessment task, he/she must apply in writing at least 10 days before the set time of the assessment. If the student is given less than 10 days notice of an assessment, application time will be at the discretion of the Level Leader and Assistant Principal. Such applications should be given to the Level Manager and will be reviewed by the Level Manager and an Assistant Principal.

"Resit" opportunities will be offered and must be taken up within 2 weeks in order to satisfactorily pass an assessment.

### RELATED POLICIES AND RESOURCES

- [Student Wellbeing and Engagement Policy.docx](#)
- [Enrolment Policy](#)

### REVIEW CYCLE

DATE	VERSION	RATIFIED BY	NEXT REVIEW
Oct 2018	2	Portland Secondary College School Council	Sept 2020