

Attendance Policy

Purpose:

To outline student attendance expectations and how this will be monitored so the policy may be applied effectively, and the school meets its regulatory requirements.

Scope:

Students, parents, mentors

Implemented by:

Principal, VCE Coordinator & mentors

Approved by:

VHS Board

Communicated via:

School website, Parent Enrolment Agreement, Student Enrolment Agreement, staff induction

Reviewed:

Every three years or as regulatory changes arise or improvements are identified.

There is a direct correlation between a student's attendance at school and their educational outcomes. Village High School puts a high importance on students and families actively managing their school attendance to achieve minimum expected levels.

Students enrolled at VHS are expected to attend school each day on which their school program is in operation. There are likely to be days throughout the year that students are unable to attend school e.g. illness, health appointments, family bereavements. These circumstances are important, and time should be taken to attend to them. In Years 7-9, these absences are not counted in a student's attendance rate. In Year 10, however, all absences (except approved Home Learning Days and other educational activities) are counted towards a student's attendance rate in preparation for VCE in which subjects require a minimum attendance rate of 80% to be eligible to pass.

Monitoring of school attendance also enables compliance with government requirements and reporting as well as the early identification of children who are falling below the school's minimum attendance level and therefore putting their enrolment at risk.

This policy covers any periods of mandated remote learning as well as ongoing Home Learning Days.



Parents/guardians are responsible for:

- ✿ Ensuring their children attend school at all times when the school is open.
- ✿ Providing an explanation to the school on each occasion that their children are absent, before or on the day of the absence, by phone, text or email.

Mentors are responsible for:

- ✿ Checking student attendance in the morning and afternoon and marking the roll in the school's student management system with the correct codes for explained and unexplained absences, and late arrivals/early departures.
- ✿ Attendance of senior students is monitored at the start of every lesson.

Administrative Team is responsible for:

- ✿ Ensuring all parent contact details remain current and accessible to Mentors via the school data management system.
- ✿ Following-up unexplained absences on the same day for all senior students.

Principal is responsible for:

- ✿ Monitoring the attendance levels of students to identify any students who are attending at a level below the minimum acceptable level.
- ✿ Contacting parents to advise them of their child's attendance level and the school's expectations in relation to minimum attendance levels.
- ✿ Following the school's Attendance Pathway which includes meeting with parents, developing an attendance plan, and monitoring the effectiveness of this plan.
- ✿ Keeping records of these discussions and plans on the school's student management system.

Remote / Home Based Learning

During remote learning, the School will use a range of mechanisms to monitor student attendance, including through a student's engagement with the school's learning platform, through teachers' direct interactions with students and through the submission of work.

Extended Family Holidays

In the case of families taking extended holidays during school cycles, a student's attendance will be quarantined to the periods on either side of their absence from school. In these circumstances, a student must achieve a minimum enrolment of 80% for all periods on either side of the holiday, with all absences being counted.



Senior Secondary (VCE / VCE VM) Attendance

Students enrolled in senior secondary levels at the school are expected to account for all absences with written explanations from parents or the provision of medical certificates.

A student must attend, for each unit of study, a minimum of 80% of classes. Persistent lateness will affect a student's attendance record. Failure to achieve this level of attendance will be considered a substantial breach of this policy and render a student ineligible to pass a subject.

A student may be eligible to apply for special provision which may exempt them from the minimum attendance requirements (see below) for VCE subjects. The application for special provision results in the student's final assessment being considered by a panel consisting of the Principal, Welfare Coordinator and VCE Coordinator.

A student who receives an N for a unit due to poor attendance may appeal the decision. For the appeal the student must provide documentation supporting the extenuating circumstances that caused the poor attendance. Appeals will only be granted under exceptional circumstances.

Attendance Monitoring at an External Senior Secondary Course Provider

The VCE Coordinator will monitor a student's attendance at classes provided by an external senior secondary course provider through regular communication and formal correspondence with the coordinator of the course. If a student's attendance falls below the required level, the VCE Coordinator will work with the student to assess the cause and take corrective action. If the level falls below the level required by the institution to receive a satisfactory completion of the course, the student is subject to the conditions of enrolment with that institution, and their processes for appeal.

Attendance at Assessment Tasks

If a student is absent for an assessment task, they will receive NA (Not Assessed) for that task, unless they provide a medical certificate, or other official documentation such as a statutory declaration from a counsellor. The school may verify this documentation with the practitioner. If students know in advance they are going to be absent for an assessment task, they communicate with the school on or before the day of that assessment task and see the relevant subject teacher as soon as they return to school.

Students studying VCE units must see the relevant subject teacher with appropriate documentation and complete a missed School Assessed Coursework (SAC) within two school weeks of the original assessment. Delay in completing a SAC could result in a review of the enrolment of the student in the unit in question.








Special Provision

Students can apply for Special Provision during VCE if their studies are adversely affected by difficult circumstances such as illness, personal circumstances, chronic health impairment or disability which has impacted on their capacity to maintain class attendance above the minimum level. This allows the school to inform the VCAA of the hardship and request special examination requirements if the student is taking Units 3 and 4 studies.

Students who wish to apply for any form of Special Provision, must supply appropriate supporting documentation - usually a medical and/or psychologist's report - covering the circumstance, severity, treatment (if any), the effect on study and the dates involved to the VCE Coordinator as soon as practical during or after the impacting event.

Related Processes and Policies

-  VHS Attendance Expectations and Pathway
-  Student Enrolment Agreement
-  Parent Enrolment Agreement
-  Concerns and Complaints Policy
-  VCE Student Handbook