



ATTENDANCE POLICY

CHILD SAFE STATEMENT

At Mornington Secondary College we hold the care, safety and wellbeing of children and young people as a central and fundamental expectation of our college. Mornington Secondary College is committed to protecting students from abuse or harm while at school and in our care. Mornington Secondary College's Child Safety Code of Conduct is consistent with the Education Department's recommendation.

<http://www.education.vic.gov.au/about/programs/health/protect/Pages/chilsafestandards.aspx>

PURPOSE

Mornington Secondary College seeks to

- ensure all children of compulsory school age are enrolled in a registered school and attend school every day the school is open for instruction
- ensure students, staff and parents/carers have a shared understanding of the importance of attending school
- explain to school staff and parents the key practices and procedures Mornington Secondary College has in place to
 - support, monitor and maintain student attendance
 - record, monitor and follow up student absences.

SCOPE

This policy applies to all students at Mornington Secondary College.

This policy should be read in conjunction with the Department of Education and Training's [School Attendance Guidelines](#). It does not replace or change the obligations of Mornington Secondary College, parents and School Attendance Officers under legislation or the School Attendance Guidelines.

DEFINITION

Parent – includes a guardian and every person who has parental responsibility for the child, including parental responsibility under the *Family Law Act 1975* (Cth) and any person with whom a child normally or regularly resides.

POLICY

Schooling is compulsory for children and young people aged from 6 to 17 years (unless an exemption from attendance or enrolment has been granted).

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 expected to attend Mornington Secondary College during normal school hours every day of each term unless:

- there is an approved exemption from school attendance for the student
- the student has a dual enrolment with another school and has only a partial enrolment in Mornington Secondary College, or
- the student is registered for home schooling and has only a partial enrolment in Mornington Secondary College for particular activities.

Both schools and parents have an important role to play in supporting students to attend school every day.

Mornington Secondary College believes all students should attend school all day, every day when the school is open for instruction and is committed to working with its school community to encourage and support full school attendance.

Our school will identify individual students or cohorts who are vulnerable and whose attendance is at risk and/or declining and will work with these students and their parents to improve their attendance through a range of interventions and supports.

Students are committed to attending school every day, arriving on time and are prepared to learn. Our students are encouraged approach a teacher and seek assistance if there are any issues that are affecting their attendance.

Mornington Secondary College parents are committed to ensuring their child/children attend school on time every day when instruction is offered, to communicating openly with the school and providing valid explanations for any absence.

Parents will communicate with the relevant staff at Mornington Secondary College about any issues affecting their child's attendance and work in partnership with the school to address any concerns.

Parents will provide a reasonable explanation for their child's absence from school and endeavour to schedule family holidays, appointments and other activities outside of school hours.

Supporting and promoting attendance

Mornington Secondary College's *Student Wellbeing and Engagement Policy* supports student attendance.

Recording attendance

Mornington Secondary College must record attendance in every class. This is necessary to:

- meet legislative requirements
- discharge Mornington Secondary College's duty of care for all students
- meet Victorian Curriculum and Assessment Authority requirements for VCE students

Attendance will be recorded by the classroom teacher at the start of each period using Compass.

If students are in attendance at a school approved activity, the teacher in charge of the activity will record them as being present.



The Principal will ensure all student absences are recorded each period by teachers, are aggregated on our CASES database and communicated to DET. DET and enrolment auditors may seek student attendance records.

Aggregated student attendance data is reported to the DET and the wider community each year as part of the annual report.

VCE/VETis studies only: If you are absent due to a serious illness when a learning outcome or School Assessment Coursework (SAC) task is being undertaken YOU MUST:

- ring your Year Level Coordinator immediately to inform them
- ensure you have a medical certificate, as only serious illness will be accepted as an excuse.
- complete a 'Special Provision' application form.
- be prepared to complete the task in a designated time to be specified by the subject teacher. THERE IS NO NEGOTIATION.

If the above procedure is not followed an 'NA' grade will be recorded for the assessment task. At Year 12 an 'NA' grade will impact severely on your ATAR Score.

LATENESS: Students must be at school no later than 8:40 am every day, for an 8:55 am start. Students are expected to be punctual to home group and ALL classes. There are strict rules pertaining to punctuality. If students are late for a VALID reason you MUST have a note as you arrive at school, or be entered into Compass by parent/guardian. Where there is clearly a breach of the guidelines for punctuality parents will be notified and the matter dealt with by the Year Level Coordinators. Lateness to any class is considered unacceptable behaviour.



LATE FOR SCHOOL	LATE FOR CLASS	ABSENCES
<ul style="list-style-type: none"> • Students who are late to school go straight to Home Group. • Teacher notes date on late sheet. • Three lates to school are recorded on COMPASS and communicated to Year Level Coordinator. • Year level Coordinator will follow up lateness with student and discuss consequences. 	<ul style="list-style-type: none"> • Students who are late to class must go to their timetabled class. • Teacher will mark the student late on COMPASS • Student is required to make up the time they are late for class: the classroom teacher will give the student a detention at recess or lunchtime. • Late to period 1 - recess • Late to period 2 – recess • Late to period 3 – lunchtime • Late to period 4 – recess, next day 	<ul style="list-style-type: none"> • 11.00 am: An SMS is sent to parents regarding student absence.
<ul style="list-style-type: none"> • Students who are late 3 times to school without a note will be given an after school detention. • YLC to make contact with parents/guardians lateness by making contact via phone, email or interview. • Instances of persistent lateness (even with notes) will result in a a formal meeting with parents/guardians. 		

Referral to School Attendance Officer

If Mornington Secondary College decides that it has exhausted strategies for addressing a student’s unsatisfactory attendance, we may, in accordance with the School Attendance Guidelines refer the non-attendance to a School Attendance Officer in the SEVR Regional Office for further action.

If, from multiple attempts to contact with a parent, it becomes apparent that a student will not be returning to the school, the principal may make a referral to a School Attendance Officer if:

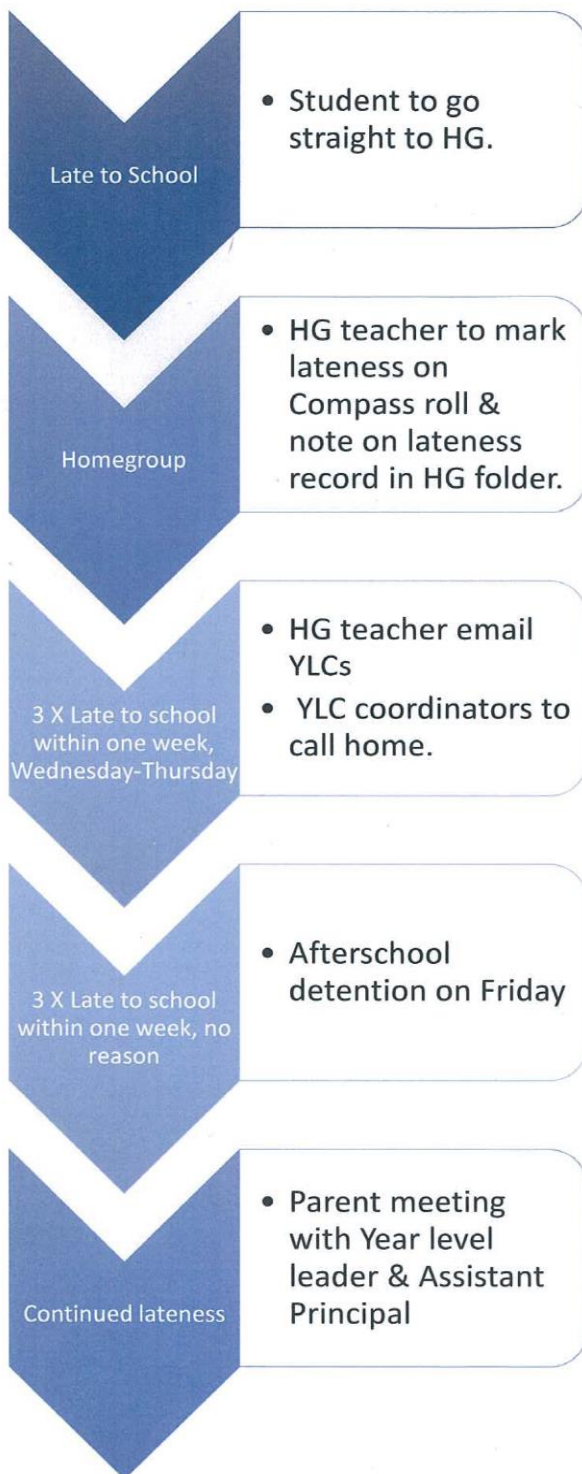
- the student has been absent from school on at least five full days in the previous 12 months where:
 - the parent has not provided a reasonable excuse for these absences; and
 - measures to improve the student's attendance have been undertaken and have been unsuccessful
- the student’s whereabouts are unknown and:
 - the student has been absent for 10 consecutive school days; or
 - no alternative education destination can be found for the student.

REVIEW CYCLE AND EVALUATION

This policy was last updated in May 2018 and is scheduled for review in March 2022.



LATE TO SCHOOL



LATE TO CLASS

