

ATTENDANCE POLICY & PROCESS

Policy

On the day a student is absent, it is a requirement that a parent/caregiver advise the College Office via the CarerOrbit app by 8:30am. An SMS will be sent to parents if a student is absent and notification has not been provided to the office (see Attendance Process). Please make an effort to ensure that all absences are explained.

Parents can also update the reason for an unexplained absence through the CarerOrbit app, within 7 days of the absence occurring.

Planned absences for appointments etc can be reported to Students Services in advance. Students arriving late or leaving early must report to Student Services.

By law (Education Act 2006, section 176), parents are obliged to provide *reasonable explanation* for an absence. When a reasonable explanation has been provided the student's enrolment in compulsory schooling or compulsory participation is viewed as continuous. An absence for which a satisfactory reason has not been provided is considered an unauthorised absence. Additionally, until the school is provided with an explanation for when a student is absent, the absence is recorded as an unapproved absence. A phone call is sufficient if explanation is advised one day after the absence. Written evidence is required if more than three days after the absence occurred.

Examples of *reasonable explanations* include absence due to medical or dental treatments or procedures; specialised training; sporting events other than those associated with the school or the education system; funerals; special family events like annual holidays.

Processes are implemented when an unauthorised or unapproved absence persists. These include informing:

- Parents
- Centrelink. This is particularly applicable if the student is in receipt of Centrelink benefits (usually applies to students in Years 7-12).
- Department of Child Safety. Failure to meet obligations under the Act is considered by the government as neglect from the parent.

Expected extended absences (e.g. family going on holidays, travelling overseas, hospital for surgery) should be received by written communication at least 2 weeks prior to the date of departure. This will enable effective flexible alternative arrangements to be made for the student's education. Requests for leave should be addressed to the Principal, and processed by the Registrar, who will advise everyone on staff who needs to know. Written evidence is required if absence is 10 days or more in a row.

Following these procedures is especially important when an assessment is scheduled. In the senior years supporting evidence is essential if the absence coincides with the due date of an assessment.

Process

If satisfactory advice regarding a student's absence has not been received within two hours of the notification to parents of a student's unexplained absence, direct and deliberate follow up is required. If the school is still unable to get hold of the parent or emergency contacts and this becomes a pattern of behaviour for certain parents which prevents us from discharging our duty of care, parents will be notified that if they continue to fail to respond to us in a timely fashion we will have no option other than to terminate the enrolment(s).

1. SMS regarding absence is sent to parents/caregivers at 9:30am.
2. Notification is sent to Parent/Caregivers through the CarerOrbit app at 10:00am
3. If satisfactory advice has not been received by 11:30am, Student Services phones parents/caregivers.
4. Another reminder notification is sent through the CarerOrbit app at 4:00pm.
5. If unable to connect with parents/ caregivers, an email is sent advising of the inability to make contact as well as a reminder of how to update contact details.
6. If three non-contact emails are sent to parents/ caregivers with no response, a final warning is issued via email and hardcopy letter.
7. If no response to final warning, termination of enrolment/s.