

NOBLE PARK SECONDARY COLLEGE

ATTENDANCE POLICY

Child Safe Commitment

Noble Park Secondary College is committed to child safety.

We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers.

We are committed to the safety, participation and empowerment of all children.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.

We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

Our College is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.

Our College has robust human resources and recruitment practices for all staff and volunteers.

Our College is committed to regularly training and educating our staff and volunteers on child abuse risks.

We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

Further information, our policy, code of conduct and reporting processes are available on our website

Noble Park Secondary College is committed to creating safe and inclusive environment for all its students from all backgrounds, cultures, languages, LGBTI, religious and other minority groups.

If you believe a child is at immediate risk of abuse phone 000.

Rationale:

Attending Noble Park Secondary College every day is important for each student's education. Absence from our College means that learning opportunities are reduced and this can ultimately lead to poorer student achievement. The systematic monitoring of student attendance and the degree to which our College is able to address the absence issue is an important indicator of our College's ability to maximise the learning opportunities for all our students.

Aims:

The objectives of the Attendance Policy are to ensure:

- student attendance is monitored;
- welfare support is provided for students with significant absenteeism to improve their attendance;
- Attendance data is regularly reviewed across the college to investigate whether the learning needs of particular groups of students are being met.

Expectations:

- All students are expected to arrive at least five minutes before the beginning of the school day
- All students are expected to attend all required classes for the duration of the school day.
- All students are required to attend a minimum of 90% of scheduled classes.

Implementation:

The college will apply minimum student attendance criteria to the assessment of whether students have satisfactorily completed a unit of study. This is particularly the case when assessment is conducted by an external organisation (eg, Victorian Curriculum Assessment Authority). The college will determine whether particular absences are exempt from inclusion in the calculation of this minimum

- Official school activities are ‘approved absence’ from class
- Exempt absences would include:
 - medical illness;
 - compassionate reasons e.g. a family bereavement;
 - religious observance;
 - special circumstances as are agreed in advance by the College (e.g. extended family holiday. A minimum of two weeks’ notice is required)
- Appropriate evidence must be supplied by the parent/guardian to confirm these reasons.
- All absences must be advised by either:
 - a note from the parent/guardian/students over 18 which explains the reason for the absence; or
 - a medical certificate or other supportive medical evidence which must be submitted to the Year Level Co-ordinator on the day the student returns to the College.
 - a medical certificate is required for three or more absences
 - a medical certificate is required VCE/VCAL school assessed course work
- The College will maintain records and retain documentation relating to each student’s attendance and record approved and unapproved absences.
- Many students receiving forms of Government financial assistance need to be aware that all unexplained absences will be forwarded to Centrelink for auditing purposes. This may result in the withdrawal of payment or repayment of monies received by students.

1.1 Late Arrivals:

All students who arrive late **after 9:00 am** are to report to the General Office to collect a late pass slip.

- Student is required to give a note from parents/guardians to the General Office when late pass is collected.
- Year Level Coordinators across the College will follow-up students who are repeatedly late without a note
- Unapproved late will result in a lunch time detention

1.2 Regular Lateness:

Regular lateness will result in:

1. YLC to ring or send letter home
2. Referral to SWC by the Year Level Coordinator

1.3 Early Dismissal:

If a parent/guardian arrives at the General Office requesting to pick up their child, daily monitors, if available, will be sent with an Early Dismissal notice to the classroom and will then take the required student back to reception. Parent/guardian must sign the Early Dismissal register at the General Office before leaving.

1.4 Low Attendance:

The school will regularly monitor and triage student absences.

Students who regularly do not attend will be followed up by the school, and measures put in place to assist students to improve their attendance.

Monitoring and Responding to Student Absences

- Tier 0. Teachers will monitor attendance in class, encourage student attendance and alert year level coordinators of regular or serious non-attendance
- Tier 1. Year Level Coordinators will regularly monitor overall student attendance statistics as part of their year level meetings and implement programs and actions to promote attendance within their cohorts. Students' with concerning absence trends will be identified, and parent/guardian contact made to seek to improve the situation, the leading teacher will be alerted to serious ongoing non-attendance that has not been resolved through parent contact.
- Tier 2. Leading Teachers will arrange for parent meetings and involve the SWC in support meetings with the student to support their re-engagement and better attendance at the school. If appropriate, alternative pathways and options will be discussed and implemented to re-engage the student in education at the school or external. The leading teacher will discuss all Tier 2 students with the relevant A.P. Students with continuing poor attendance despite interventions will be referred to the Assistant Principals.
- Tier 3. The Assistant Principals will coordinate parent meetings and involve the SWC and regional support for students who have not responded to efforts with the aim of re-engaging them in alternative educational opportunities. The Principal will be notified of students at Tier 3, and may also be involved to ensure parental/guardian support.
- Tier 4. Regional Support processes will be sought by the SWC and Principal/Assistant Principal to re-engage students in alternative educational settings.

Disputes

- In the event that a dispute arises from the implementation of this policy, the dispute will be resolved by:
 - Victorian Curriculum and Assessment Authority (VCAA) procedures, for VCE students, or
 - The Principal/Principal's nominee, for Years 7 to 10 students.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

This policy was ratified 18th February, 2021

Principal Pamela D Dyson