

# **Attendance Policy – "It's Not OK To Be Away"**

## ***Rationale***

At Lalor North Secondary College we believe that a high level of student attendance has a significant impact on the success students experience at school; good attendance is essential to the academic and social development of each student.

Lalor North Secondary College believes that an engaging curriculum and an emphasis on building positive relationships between staff and students are essential to the maintenance of good attendance.

Our College believes that a strong working partnership, based on effective communication between parents and teachers plays an important role in reducing student absenteeism.

## ***Aims***

- ❖ To ensure the DEECD requirements for monitoring student attendance are adhered to including the requirement that students up to the age of **17 years** are in full time attendance
- ❖ To maximise the learning opportunities of each student by ensuring absenteeism and lateness to school and to class is kept to a minimum
- ❖ To keep parents informed of the school's policy on attendance and the relationship between attendance and achievement
- ❖ To communicate regularly with parents whose children are absent from school
- ❖ To identify students who are habitually absent, and support parents of these children by investigating the causes of the absences, and implementing programs to improve their attendance
- ❖ To improve student attendance to at or better than the State mean at each year level

## ***Guidelines***

### **Responsibilities of Students**

- ❖ To attend school every day
- ❖ To be on time to school and punctual to all classes during the day
- ❖ To bring a note if late to school or leaving early and sign in/out at General Office
- ❖ To ask parents to phone school on day of absence
- ❖ To bring a note to Form Teacher or Student Services coordinator
- ❖ Inform school in advance if you know about a future absence

## **Responsibilities of Parents**

- ❖ Ensure your child attends school on all school days and is on time every day
- ❖ Provide the school with an explanation if your child is absent from school
- ❖ Arrange doctor, dentist and all other appointments out of school hours
- ❖ Arrange personal shopping trips out of school hours
- ❖ Do not allow your child to stay home for minor reasons
- ❖ Contact the school if your child does not want to go to school
- ❖ Organise overseas holidays during school holidays

## **Responsibilities of School**

- ❖ To accurately mark rolls every period, monitor student attendance and review progress on a weekly basis
- ❖ Maintain accurate records and data of student attendance
- ❖ Attempt to ring parents on the day of any absence
- ❖ Ask students for notes for any unexplained absence
- ❖ Monitor the wellbeing of students who are frequently absent from school, and implement strategies to improve the attendance of these students
- ❖ Support parents of students who are refusing to attend school or who are truanting
- ❖ To provide an engaging curriculum where students feel positive about attending school and where students are engaged in their learning
- ❖ To foster positive relationships between students and staff

## ***Strategies***

- ❖ Attendance Rolls to be officially marked each period using the A+ program and accurate attendance records maintained
- ❖ Class teachers to maintain their own attendance records
- ❖ School to ring parents on the day of the absence to determine reason
- ❖ Student Services Coordinators/Form Teachers to monitor the welfare of students with regular absences
- ❖ Regular reports in Parent Newsletter about the importance of good attendance
- ❖ The importance of regular attendance to be raised at parent meetings throughout the year

- ❖ Class teachers to discuss with students the benefits of regular attendance and the close correlation their attendance has on their academic progress

### ***Evaluation***

Through the Annual Reporting Process the student attendance data will be comprehensively reviewed and recommendations made for future action. This policy will be reviewed annually if required.

### ***Additional Requirements***

**All students across levels 7-12 – 80% attendance required for each subject.**

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