Rationale
At Nagle College, we aim to provide your child with an excellent education. The foundations of a high quality education begin with all students coming to school each and every day.

Regular school attendance is vital and missing school days can have a significant impact on a child’s future, there is no safe number of days for missing school – each day a student misses puts them behind, and can affect their educational outcomes. Research shows that young people who attend school and complete Year 12 or an equivalent qualification have better health and employment options than those who do not. Attendance at school helps young people develop important skills, knowledge and values that will assist them successfully make the transition into life after school.

Under the Education Training and Reform Act 2006 (ETRA) daily school attendance is compulsory for all young people aged from 6-17 years unless an exemption from attendance has been granted.

Amendments to the Education and Training Reform Act 2006 in relation to the enforcement of compulsory school enrolment and attendance were introduced from 1 January 2014 and came into effect on 1 March 2014. The Guidelines apply to all registered schools in Victoria.

Scripture
“I have come that they may have life and have it abundantly”
John 10:10

Vision
Nagle College is a dynamic, hope-filled community, pursuing personal excellence and self-discovery through education for all students in a nurturing Catholic community in the Salesian tradition.

Mission
“As a Catholic Community in the Salesian Tradition we will demonstrate considerate, effective and efficient stewardship of human, environmental and material resources entrusted to our care”

“As a pastoral community, Nagle College aims to build positive relationships based on mutual respect and trust. We value, nurture and celebrate the uniqueness of each individual’s gifts and talents.”

Aims
The College Attendance Policy has been developed to:

- maximise learning opportunities
- enable students to strive for excellence
- promote a commitment to education
- Meet the College’s legal and regulatory requirements.
Definitions

Absence: where a student is not present for a scheduled class or College activity.

School Related Absence: where a student has been marked absent from scheduled classes in order to participate in a school sanctioned activity. Examples of school related absence include excursions, incursions, sporting events, student leadership events, preparation for College events, instrumental music lessons, outdoor education camps, meetings with staff or sanctioned off-site curriculum or pastoral program.

Excused Absence: The Principal can consider excuses given by parents or those with parental responsibility and use their discretion to decide if a parent has a reasonable excuse for not meeting their legal obligations. Clause 2.1.3 9fa) of the Education Training and Reform Act 2006 allows Principals to formally excuse an absence in special circumstances where no other reasonable excuse exists.

Unexplained Absence: If a parent or person with parental responsibility does not make contact with the school on the day of the student absence or at a later date, the absence shall be recorded as an ‘unexplained absence’.

Attendance Improvement Plans: These can be drawn up to assist in the re-engagement of young people with attendance issues. An Attendance Improvement Plan can be designed to assist in the re-engagement of a student with attendance issues.

Attendance Student Support Group: This is convened by the Principal or the Deputy Principal Pastoral Welfare and includes the parent/s or person/s with parental responsibility, House Coordinator, the student where appropriate, Curriculum Leader, relevant school based welfare staff and any other person as deemed necessary by the Principal or his nominee. This group is convened to support a student who has been identified as requiring ongoing intensive support in order to remain engaged in school. In cases where the student is in receipt of a program for students with a disability funding, the PSG should be used.

School Attendance Officer: A person authorised to implement the enforcement of compulsory school attendance legislation set out in Part 2.1 of the Education Training and Reform Act 2006 as amended by the Education and Training Reform Amendment (School Attendance) Act 2013.

Return to School Plans: A Return to School Plan can be designed to assist in the re-integration of a young person who has been absent for a prolonged period.

Student Absence Learning Plan: These should be implemented to support the education of students who are absent from their school for an extended period. These should be developed for students who are:

- Planning an extended absence from school such as a family holiday.
- Suspended for more than 3 consecutive school days.

Policy Statement

All students are required to attend school on all designated school days, including camps, retreats and sporting carnivals. It is a legal requirement that all student absences be explained. Parents are to contact the College by phone, email, via the website or written note. Parents are to contact Student Reception as early as possible on the day of absence to report their student’s non-attendance. If this notification is made verbally it should be followed up with a written note when the student returns to school. If the College has not been advised by the end of Period 1 on the day of absence, then a generic SMS is generated from Student Services advising of the child’s non-attendance and request that they contact the College to explain the absence. Where the absence remains unexplained the matter will be followed up in accordance with the Nagle College process for monitoring attendance.
Students are required to attend special events outside school hours such as House events and Presentation Night unless there are very special circumstances preventing their attendance. In such instances prior written notification from a parent or guardian to the relevant House Coordinator or in the case of Presentation Night the Principal, is required.

All information relating to student attendance is recorded on the students’ files and information with respect to attendance is provided in each student’s school report. When a child is absent from school without explanation the school will contact the child’s parents/person with parental responsibility and seek an explanation for the absence.

Students are not permitted to depart from the school grounds during the day (8.45 am - 3.20 pm) unless participating in an organised school excursion or when withdrawn under special circumstances by a parent or person with parental responsibility.

For the protection of parents, staff and students, when a parent/person with parental responsibility withdraws a student during the school day the following procedures must be followed:

1. Parents provide a written request explaining the reason for departure.
2. The request is presented to the relevant House Coordinator for approval at the earliest possible opportunity.
3. The student should report to Student Reception at the appropriate time, presenting the signed authorization to the staff member on duty.
4. The parent or person with parental responsibility will collect the student from Student Reception, and sign the departure register.
5. In general, no student will be allowed to leave the school without being collected personally from the Student Reception.
6. Students are not able leave the College with any person who is not the parent/person with parental responsibility of the child or a nominated emergency contact. If parents require a person who is not a listed contact to accompany the child from the College they must provide written consent (this note should be presented to the Student Reception Staff). In the absence of this consent the child will not be allowed to depart the College. The person who collects the student will need to produce identification to confirm their identity. This will be recorded by Student Reception staff.
7. Year 12 students may go home if they have no more scheduled classes for the rest of the day. Year 12 Students who wish to take up this option must complete the relevant paperwork before they can take up this option. Year 12 students who have reached the age of 18 years are still required to have parental authority to depart the College. Should parents decide that the student over the age of 18 is able to sign themselves in and out of the College they need to notify the College in writing.

Students, either arriving at school any time after the end of morning pastoral (9.00 am) or returning to the College during the day after an outing, must report to Student Reception so that the attendance rolls can be amended.

Students are required to attend all time-tabled classes, for which they should arrive punctually. Students who deliberately ‘wag’ classes or are consistently late will be followed up by their House Coordinator.

Students are not to leave the classroom during class-time without permission.
Classroom Attendance

Class teachers are required to monitor attendance and will mark the electronic attendance roll for each lesson. If a student leaves a class for a period of time the class teacher will issue a class pass. Pastoral and Session 1 rolls must be marked by 10.38 each day. All other class must be marked by 4.30pm each day.

Classroom teachers should notify the relevant House Coordinator or in the case of VCE & VCAL students the Curriculum Leader Senior School of any concerns relating to a particular student’s attendance in their subject.

Pastoral teachers will monitor the attendance of students in their pastoral class and will follow up all unexplained absences with parents/person with parental responsibility in accordance with the Nagle College attendance monitoring procedures.

Absence form VCE, VET and VCAL classes.

Absence from school may have a significant effect upon a student’s learning. At the VCE level, the VCAA has clearly stated that if a student has completed work but there has been a substantial breach of attendance rules the student may be awarded N for that study. With this in mind, the College Attendance Policy for all students distinguishes between two types of absence from school: Approved and Unapproved.

‘Approved Absences’ are those for which a student has a legitimate reason for being absent from school. These include medical reasons (supported by a medical certificate), family emergencies, school excursions and extraordinary family holidays.

‘Unapproved absences’ are those which do not fit any of the above categories.

The following conditions relating to absence from VCE classes apply:

- Students must attend a minimum of 90% of all scheduled classes. This includes the Pastoral Period.
- Families are discouraged from organising vacations during the school term. Absence due to an official school activity will not be counted.

Absence and School-assessed Coursework & School-assessed Tasks.

- Students will be given appropriate notice (usually 2 school weeks) of the periods in which the assessment will take place.
- In the case of School-assessed Coursework (SACs) and School Assessed Tasks (SATs) at Unit 3/4 level, any absence for a medical reason must be supported by a medical certificate (covering the date of the absence), for the absence to be approved. If the student is absent on the day an outcomes task is due, his/her parent/person with parental responsibility should telephone the Student Reception before 8.45am and leave a message for the Curriculum Leader Senior School.

Further details regarding student absence and the VCE can be found in the VCE Handbook and the VCAA website [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

Lateness

Students are expected to be at school in time for the commencement of morning pastoral class. Students who arrive late for school after this time, must report to Student Reception. They will be issued with a Late Pass in the student diary, on which will be noted the time of arrival and the reason supplied by the student.
This Late Pass must be presented to the class teacher on arrival. If a student knows that s/he will be late due to an appointment, a written note of explanation signed by a parent/person with parental responsibility must be supplied. If a student is recorded as arriving late to school on several occasions in a term with no adequate reason, the student’s House Co-ordinator will be notified.

**Parent/ Person with parental responsibility: Requests for Excused Absence**

- Adequate time is provided during term breaks for parents to arrange holidays with their children. However, there may be circumstances which require parents to request leave for their children during the school term (e.g. family commitments overseas). In such cases, parents are should notify the College prior to the absence.

**Parent Responsibilities**

Parents are required to ensure their child attends school and to provide an explanation for their child's absence.

To ensure a child’s education and wellbeing are supported, parents are encouraged to communicate openly with the school where a child has an ongoing medical condition that may result in ongoing absences or medical appointments during school hours.

**College Responsibilities.**

The College will:

- Record student attendance for each lesson.
- Record the excuse given for absence.
- Record an absence as unexplained if no excuse has been given and change the attendance record once an excuse is provided.
- Implement attendance improvement strategies for students at risk of poor attendance and where absence is having an impact on the student’s educational attainment, achievement or development.
- Support students to return to school after absence. This may take the form of Attendance Improvement Plans, Student Absence Learning Plans and Return to School Plans where necessary.
- Convene a meeting of the Attendance Student Support Group where necessary.
- Consult with external authorities such as Department of Health and Human Services and Child First where necessary.
- Notify the School Attendance Officer when all other strategies have been exhausted.

**Related documents:**

Nagle College Attendance Guidelines.
Nagle College Process for Monitoring Student Attendance.
Every Day Counts, Department of Education and Training Victoria.
Students enjoy more than 10 weeks holidays each year and therefore we do not encourage students to miss school unless there are extraordinary circumstances. We also acknowledge that there are occasions when family circumstances prevent attendance. VCE students are subject to regulations set by the VCAA regarding attendance for satisfactory completion of Units of Study. These considerations must be taken into account when arranging holidays.

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<th>Name of student</th>
<th>Year Level</th>
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I/We request permission for students listed above to be absent from school for the following period:

Dates Absent: ________________________________ to ________________________________ (inclusive)

Reason for absence
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Name of Parent/Person with parental responsibility _____________________________________

Signature of Parent/Person with parental responsibility _____________________________________

Date ___/____/20__

For Office Use Only:

APPROVED [ ] NOT APPROVED [ ]

House Coordinator notified [ ] Student Services notified [ ]

Issued: 21/06/2016

Endorsed by Council: 18/08/2016

Review: 18/08/2018 – Deputy Principal Pastoral