



# STUDENT WELLBEING

## Attendance Guidelines 2020



*Let Your Light Shine*

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## **ATTENDANCE**

### ***Rationale***

At Nagle College, we aim to provide students 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 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.

This law applies to all registered schools in Victoria.

## **ATTENDANCE REQUIREMENTS**

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/guardians are to contact the College by phone, email, via the website or written note. Parents/guardians are to contact Student Reception by 8.45am on the day of absence to report their student's non-attendance.

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. If the parent/guardian does not reply to this SMS message the Nagle College Attendance Officer will attempt to contact the parent/guardian. In the event that contact cannot be established contact will be attempted with the student's emergency contacts.

Students are required to remain within the College at all times during the school day (8.49 am – 3.20 pm) unless participating in an organised school excursion or when withdrawn under special circumstances by a parent or guardian.

Students are not permitted to depart from the school grounds during the day without the express permission of the School Coordinator or Deputy Principal – Pastoral. For the protection of parents, staff and students, the following procedures must be followed:

1. Parents provide a written request in a sealed envelope explaining any reason for departure.
2. The request is presented to the relevant School 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 guardian attend 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/guardian 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 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.

## **CLASSROOM ATTENDANCE**

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 School Coordinator.

Students are not to leave the classroom during class-time without permission. A teacher may issue a student with leave class by signing the student's diary or issuing a Class Pass on Simon. Where possible, toilet should be attended to during breaks.

Class teachers are required to monitor attendance and will mark the attendance roll for each lesson. If a student leaves a class for a period of time the class teacher will issue a class pass.

Classroom teachers should notify the relevant School Coordinator 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/guardians

## **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 (approved by the Principal **in writing**).

**'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.
- In the event of a family emergency, parents/guardians should contact the Curriculum Leader Senior School to discuss the reasons for the absence.
- Absence due to an official school activity will not be counted.
- It is the responsibility of parents/guardians and the student to be aware of the attendance expectations of the College.

## **ABSENCE AND SCHOOL-ASSESSED COURSEWORK AND SCHOOL-ASSESSED TASKS**

Students will be given appropriate of the periods in which the assessment will take place.

A formal extension must be applied for if a student is absent for an assessment task. This application should be made through the Senior School Coordinators.

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/guardian should telephone the Student Reception before 8.45am and leave a message for the Senior School Coordinators.

If a medical certificate cannot be provided a Statutory Declaration will be required.

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 where their time of arrival will be recorded and entered on the class roll.

The student must be accompanied to Student Reception by a parent/guardian or a written note provided if this is not possible.

If a student is recorded as arriving late to school on several occasions in a term with no adequate reason, the student's School Coordinator will be notified.

## **PARENT/GUARDIAN: NOTIFICATION OF 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 take leave for their children during the school term (e.g. family commitments overseas). In such cases, parents/guardians should notify the Principal in writing prior to the absence.

## **REPORTING AN ABSENCE**

Parents/guardians can report an absence in the following ways:

- Via PAM (Parent Access Module)
- Emailing student attendance [studentattendance@nagle.vic.edu.au](mailto:studentattendance@nagle.vic.edu.au)
- Via the College website <http://www.nagle.vic.edu.au/well-being/report/absence>
- Via telephone 03 5152 9957

## **STAFF CONTACTS**

*Principal:* [Mr Neville Powles](#)

*Deputy Principal, Pastoral:* [Mrs Sharon Buurman](#)

**Junior School Coordinators:** [Mrs Amanda Banks](#) and [Ms Michaela O'Connor](#)

**Middle School Coordinators:** Mr [John O'Sullivan](#) and [Mrs Gillian Mason](#)

**Senior School Coordinator:** [Mrs Geraldine Greenland](#) and [Mrs Tina Sonka](#)