



Nagle College – School Attendance Policy

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.

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."

Source of Obligation

The Victorian Registration Standards ([sch 2 cl 10](#)) (CECV Guidelines ref 4.8) require that schools must make provisions to:

- monitor the daily attendance of each student enrolled at the College;
- identify any absences of a student from college including classes;
- follow up any unexplained absences of a student from the College or classes;
- notify any parent or guardian regarding a student's unsatisfactory college or class attendance; and
- record information regarding a student's unsatisfactory attendance at college or classes on their student file.

The Victorian Registration Standards ([sch 2 cl 11](#)) (CECV Guidelines ref 4.9) require that we must maintain a student attendance register in which the attendance at the College of any child of compulsory school age is noted at least twice a day, and any reason given for the absence of the child from the College is noted.



Nagle College – School Attendance Policy

Diocese of Sale Catholic Education Ltd (DOSCEL) Policy

In accordance with the Education Training and Reform Act 2006 (Vic.) (the Act) and the Education and Training Reform Regulations 2017 (Vic.), school attendance is compulsory for children and young people aged from 6 to 17 years unless an exemption from attendance has been granted.

Whilst ensuring student attendance at school is a legal obligation of parents/guardians, supporting students to attend school each day is the shared responsibility of all parents, students, the school and the wider community.

School attendance is important as it maximises life opportunities for children and young people by providing them with education and support networks.

School within Diocese of Sale Catholic Education Ltd (DOSCEL) are required to maintain attendance records, identify and follow up unexplained absences and develop procedures to support and maintain student attendance.

Definitions

<i>Attendance</i>	A student is considered to be in attendance at school when onsite and/or involved in an offsite curriculum program or other activity organised by the school (for example an excursion or camp). A student is also considered to be in attendance when the student is engaged in a re-engagement program or another school part time to make up full time attendance and the schools or settings have agreed the time fractions, allocation of Student Resource Package (or other funding) and the educational plan for the student.
<i>Parent/guardian</i>	Includes “a guardian and every person who has parental responsibility for the child including parental responsibilities under the Family Law Act 1975 (Cwth) and any person with whom a child normally or regularly resides”.
<i>School Attendance Officer</i>	In the context of attendance, School Attendance Officers are empowered through the Act to issue School Attendance Notices, School Enrolment Notices and Infringement Notices.



Nagle College – School Attendance Policy

Responsibilities

- Parent/guardian* Parents/guardians must enrol a child of compulsory school age at a registered school and ensure the child attends at all times when the school is open for instruction, unless exemption from attendance has been granted. For absences where there is no exemption in place, the parent/guardian must promptly provide an explanation on each occasion to the school.
- Students* Students are expected to attend the school in which they are enrolled during normal school hours every day of term, unless there is an approved exemption from school attendance for the student, or the student is registered for home schooling and has partial enrolment.
- Principal* The Principal must ensure the following:
- Daily attendance of each student enrolled at the school is recorded at least twice a day in primary schools and for every class in secondary schools.
 - Any absences of a student from school including classes, are identified.
 - Reasons for each student's absence are provided and recorded in writing.
 - Explanations for absences that are provided, are a reasonable excuse for the purposes of their responsibilities under the Act.
 - Follow up any unexplained absences of a student by **contacting the parent/guardian of the student as soon as practicable on the same day.**
 - Parents/guardians are notified promptly regarding a student's unsatisfactory school or class attendance. If, upon being notified of their child's absence or contacted to seek an explanation, a parent reports that the child was not living with them on that day, the school should ensure they notify another parent who was responsible for ensuring the child attended school on the relevant day(s).
 - If contact cannot be made with the parent, contact should be made with the emergency contact/s nominated on the student's file held by the school.
 - Information regarding a student's unsatisfactory attendance at school or classes is recorded on their student file.
 - Parents/guardians are informed of their responsibilities around attendance and initiatives aimed at promoting parental awareness of the importance of children attending school every day are implemented.



Nagle College – School Attendance Policy

- Attendance improvement strategies, interventions and levels of adjustment are implemented where the absence is having a significant impact on a student's educational achievement and development, including an Attendance Student Support Group, Personalised Learning Plan, Student Absence Learning Plan and Return to School Plan.
- Strategies for supporting attendance of students in out-of-home care, experiencing homelessness, Aboriginal and Torres Strait Islander (ATSI) families, overseas students, students with disabilities, students with cultural and linguistically diverse backgrounds and newly arrived families are implemented.
- DOSCEL is advised where referral to a School Attendance Officer is required because the student has been absent from school on **at least five full days** in the previous 12 months without reasonable excuse for absences.
- Referral processes are implemented to Child FIRST or Child Protection, DOSCEL and the School Attendance Officer where required.

DOSCEL

- Ensure Schools within DOSCEL maintain attendance records, identify and follow up unexplained absences and develop procedures to support and maintain attendance in accordance with Education Training and Reform Act 2006 (Vic.) and the Education and Training Reform Regulations 2017 (Vic.).
- The Deputy Director Catholic Identity, Leadership, Learning and Teaching in conjunction with the school principal may authorise an exemption and provide written approval for student attendance or attendance and enrolment to be exempt or reduced to less than full time.

Nagle College 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.

Absence from 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 if required), family emergencies, school excursions and extraordinary family holidays.

'Unapproved Absences' are those which do not fit any of the above categories.



Nagle College – School Attendance Policy

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 VCE 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 or a Statutory Declaration (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 Senior School Coordinator.

Further details regarding student absence and the VCE can be found in the VCE Handbook and the VCAA website www.vcaa.vic.edu.au

Nagle College's Attendance Procedures.

<i>Daily Attendance Register</i>	<p>Nagle College keeps a register of the daily attendance of all students at the College in electronic form. The register of daily attendance records the following information for each student:</p> <ul style="list-style-type: none">• daily attendance;• absences;• reason for absence; and• documentation to substantiate reason for absence. This may be in electronic form as emails and phone messages or print form as medical certificates and written notes from parents. <p>Attendance rolls are marked for all scheduled lessons for each student on any given day.</p>
<i>Monitoring Daily Attendance</i>	<p>Nagle College has implemented the following systems and procedures in order to monitor the daily attendance of students and identify absences from college or class:</p> <ul style="list-style-type: none">• Before daily roll marking commences, students are identified as being in attendance if they are participating in an offsite curriculum program or other activity organised by the College (for example an excursion or a camp), or when a student is engaged in a re-engagement program.



Nagle College – School Attendance Policy

- Parents are responsible for ensuring that they have notified the College to explain the absence of their children on any particular school day. Parents are to contact the College by phone, email, via the website or written note as early as possible on the day of absence to report their student's non-attendance.
- Class teachers are required to take the class roll promptly at the commencement of each class during the day. Pastoral and Period 1 rolls must be marked by 9.30am each day.
- All absences from scheduled classes are recorded using SIMON. A report is generated by the College Attendance Officer and cross checked against the absences of students involved in offsite or other activities, and against the absentee notifications that have been provided to the College that day.
- Any students absent without notifications of either school approved or parent approved absences, will be marked as unexplained absent for that day.

Following Up Unexplained Student Absences

Nagle College has implemented the following systems and procedures in order to follow up unexplained absences from college:

- SMS alerts will be sent to all parents/guardians who have not notified the school of their students absence. This will commence at 10.30am.
- If a parent has not responded to the SMS by 11.30am, the College Attendance Officer will attempt contact with the parent or emergency contact if the primary contact is not available.
- Pastoral teachers monitor student attendance and follow up any absences that remain unexplained after attempted contact by the Attendance Officer.
- Pastoral teachers contact parents, or guardians to determine the reason for the absence. The pastoral teacher should note the reason for absence on Pastoral /Class teacher Follow up Simon or email the information to the College Attendance Officer. The Pastoral Teacher should also note any attempted contact via Simon.
- All information in relation to unsatisfactory attendance is recorded on students' files and information with respect to attendance is provided in each student's school report.



Nagle College – School Attendance Policy

Notification of Parents and Guardians of Unsatisfactory Attendance

Unsatisfactory Attendance may arise from extended absence whether the absence is approved or unapproved. Nagle College has implemented the following systems and procedures in order to notify parents and guardians of unsatisfactory attendance:

- Pastoral teachers will report concerns to the relevant School Co-ordinator. Subject teachers also monitor student attendance in their subject. They should notify the Pastoral Teacher and the relevant School Coordinators of any issues or concerns.
- When a student attains 5 unexplained absences, the Pastoral teachers will notify the relevant School Coordinators for follow up. These do not have to be consecutive days.
- Where a student has had 5 days of unexplained absences from college, or where Pastoral or Subject teachers observe that explained absences are of concern, the relevant School Co-ordinator (Junior, Middle or Senior) will contact the parents directly to arrange a meeting to discuss attendance concerns. This meeting may include other relevant staff as required eg SEED Co-ordinator, Counsellor or Indigenous Education Co-ordinator.
- An Attendance Improvement Plan or Return to School Plan may be completed and distributed to relevant staff.

Records of the Register of Daily Attendance

The register is retained indefinitely and copies of information in the register are stored off-site at regular intervals. The register is kept for each calendar year, and shows the attendance for each class during the day and any reasons for absence.

Nagle College also uses the support tools and guidance provided by [Every Day Counts](#) to promote full time school attendance.

Related Policies & Guidelines

[Every Day Counts - Whereabouts Unknown](#)

[Nagle College Attendance Guidelines](#)

[DOSCEL Attendance Policy](#)

[Every Day Counts, Department of Education and Training Victoria](#)