



# ATTENDANCE

## POLICY

Mortlake P-12 College will actively promote the connection between attendance, educational success and life-long health and wellbeing, reinforcing the expectation that every student must be on time, every day, ready for learning. The following processes will be implemented across the school:

1. Every absence requires a reasonable explanation and parents/guardians are required to communicate absences to the office via a note, telephone call or Sentral notification prior to, or on the day of the student's absence.
2. Where the school is not notified of an absence, the Office Manager will phone the parent/guardian on the day of the absence and records of successful and unsuccessful attempts to contact parent/guardian will be kept.
3. The College will implement the following processes to respond to absence, in line with Department of Education policies and processes:
  - a. If parent/guardian supplies reasonable explanation (illness, accident or unforeseen event) the absence will be approved by the principal.
  - b. If parent/guardian is uncontactable or the explanation for absence is not deemed reasonable by the principal, the absence will be coded as unapproved.
  - c. After five unapproved absences in any one year, the principal will write to the student's parent/guardian to request a support meeting, the aim of which will be to co-develop an attendance plan.
  - d. If parent/guardian does not attend the support meeting or if unapproved absences continue in spite of an attendance plan the principal will use the 'Referral form – five days unexplained absence' form to refer the matter to the Regional Director, who has the authority to impose a fine.
4. Where a student is not attending school regularly and punctually, the Assistant Principal, classroom teacher, student advocate and Wellbeing staff will work closely with the student and their family to provide support, and refer the family to outside agencies where appropriate.

### Follow up procedures:

- a. Attendance Percentage Report generated fortnightly from Sentral System.
  - b. All students (families) achieving below 90% attendance will be contacted by Classroom Teacher and or Year 7-12 Student Advocate (contact to be made within fortnight)
  - c. Where percentages continue to decline, wellbeing team to facilitate SSG/attendance support meeting with Leadership member present at meetings.
  - d. Improving School Attendance Plan developed.
5. Teachers will mark the roll at the beginning of the school day and after lunch via Sentral.
  6. Parents will have access to real time and cumulative attendance information through the online Sentral Portal.

7. From Prep-Year 12, the interim and semester-based reports will reflect the impact of non-attendance on progress. A progress rating above 2 can only be achieved if the student has met the attendance requirements for that period.
8. VCAA requires schools to communicate and enforce minimum attendance requirements for the satisfactory completion of all VM/VPC/VCE subjects. At Mortlake P-12 College, the minimum attendance requirement is 90% and students who fall below this are at risk of unsatisfactory completion.
9. VCE students absent for a School Assessed Coursework task will be required to supply a medical certificate.
10. Regular attendance will be recognised and celebrated through the implementation of the SWPBS (School Wide Positive Behaviour Framework)
11. Regular attendance at school, including at camps, excursions, incursions and sporting events, is a pre-requisite for students wishing to apply for student leadership positions.
12. Students undertaking the Victorian Pathways and Vocational Major Certificates of Applied Learning (VPC/VM) will receive a Mortlake P-12 College 'work readiness' reference at the completion of each year of their certificate, detailing the student's record with regards to punctuality and attendance.
13. Parents/guardians are encouraged to make appointments for non-urgent medical and personal matters outside of school hours.
14. Extended absence due to family holiday will be managed on a case by case basis, with an individual education plan negotiated where possible. Parents are expected to advise the school well in advance of planned family holidays during term time to determine eligibility for approved absence.
15. The College will enforce and communicate protocols to encourage punctuality to school and to each class, including a start-of-day lateness process.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## MORE INFORMATION AND RESOURCES

- The Department's Policy and Advisory Library (PAL): [Attendance](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2022
Consultation	School Council - 2022
Approved by	Principal
Next scheduled review date	November 2025