



McGuire College Shepparton

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Student Attendance Policy & Procedure

“There is no safe number of days for missing school. Every Day Counts.”

Rationale:

Regular school attendance enables students to maximise their full educational potential and to actively participate and engage in their learning. It is important that students maintain habits of regular attendance to maximise their educational and social development.

Guiding Principles:

McGuire College requires that Year 7-12 students attend no less than 90% of the College program. Students who fail to meet this requirement will jeopardise their chances of successfully completing their year of study.

All of the learning community at McGuire College are responsible for attendance. Principals, Teachers, Students, Education Support staff, and Parents/Guardians.

Evaluation:

The Attendance Policy and Procedures will be evaluated every two years, including an in-depth analysis of the student attendance data in order to inform changes to practice.

Implementation:

- All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent. The *Education and Training Reform Act 2006* describes a reasonable excuse for a student not attending school as being due to:
 - *Illness, accident, an unforeseen event or an unavoidable cause*
 - *There is no Government school within a prescribed distance of the child’s residence and the child is receiving a distance education program through a registered school*
 - *The child is undertaking an educational program provided by a registered education and training organisation*
 - *The child has been suspended or expelled and is undertaking other educational programs provided by the Department or another registered school.*
 - *The absence from school or instruction was because of the child’s disobedience and was not due to any fault of the parent/guardian.*
 - *The child is attending or observing a religious event or obligations as a result of a genuinely held belief of the child or a parent/guardian of the child.*
 - *The child is exempted from attendance at school by the Minister.*
- Parents have the responsibility to ensure that their children attend school regularly, and are only absent if ill or if absolutely necessary. Parents have a further responsibility to provide a written note to the school explaining why an absence has occurred.

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- Parents of students who are to be absent are required to telephone the school before 9.00am to report the absence. The absence is then to be confirmed in writing by a note from parents or a medical certificate.
- Independent students not living with parents or guardians are also required to provide notes.
- Students must attend 100% of school days or have a valid reason for non-attendance, such as illness.
- Students will be permitted a maximum of 5 days per semester absence for illness.
- Other reasons for absences such as participation in sport, camps or other school based activity will not be counted as part of the 5 days.
- Suspensions will not count as part of the days.
- Other reasons for absence may be given special consideration by the YLC in conjunction with the Sub-School Leader.
- Students taking extended holidays will need to complete an extended absence form at least two weeks prior to the absence.

Attendance Approval Guide

Table 1 will guide students, staff and parents in how absences will be recorded by the College.

Approved Reasons for Absence	Unapproved Reasons for Absence
<ul style="list-style-type: none"> ✓ Illness – medical certificate required for more than one day. ✓ Illness – parent note for one days absence only ✓ Funeral – notice from paper and note from home ✓ Job Interview – letter from employer ✓ Medical/dental appointments (which cannot be arranged out of class time) – medical certificate ✓ Court appointments and counselling – letter from the court ✓ College / State / National representation in sport – if outside school, letter from coach. ✓ Licence testing (one attempt only) – receipt ✓ Year 12 Examinations. 	<ul style="list-style-type: none"> • Driving lessons • Personal issues (without further explanation) • Family commitments • SAC / SAT preparation or completion of work due in other subjects • Part time work commitments • Sleeping in or missing the bus, car or bike breakdown. • Supporting upset friends or timetable mix-ups • Centrelink appointments

Table 1: Attendance Approval Guide

Attendance – Staged Supports & Interventions

McGuire College will implement a consistent set of practices, supports and interventions in regards to student attendance. Our Primary, Secondary and Tertiary responses are detailed in Table 2 below.

Primary Intervention:

1. Teachers will maintain accurate attendance records using Xuno. This data will then be transfer to CASES to report to the Department of Education.
2. Approved absences notified from parents or school leaders will be recorded accurately in Xuno in a timely manner.
3. Each day during Session 3 the Attendance Officer will send parents an SMS message if their child is not present in session 1 or 2.
4. At the end of each week the unapproved absences from that week will be reviewed using the Student Analysis Tool on Xuno. Any student with two or more unexplained days of absence in the week will receive a phone call home from the Year Level Leader.

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5. The Attendance Officer will provide letters for each child with the dates absent and a place for parents to enter the reasons for the absences.
6. Absence Form letters will be passed on to Year Level Leaders and handed to the students directly.
7. Returned Absence Form Letters will be collected at the office and the roll information updated.
8. Each report cycle students with 100% attendance will receive a certificate which will be included with their report.

Secondary Intervention:

9. At the end of each month the non-approved absences from the month will be reviewed by the Attendance Officer and a form letter will be printed. This will be posted to the family.
10. Returned forms will be collected at the office and the roll information updated.
11. If student's attendance is below 90% the form letters will include a request to contact the Year Level Leader to make an appointment. If no contact has been made within 1 week the Year Level Leader will attempt to make contact and organise an Attendance Support Group Meeting.
12. Students who fail to maintain a minimum attendance rate of 90% will be ineligible to participate in non-curricula special events and activities, e.g. reward excursions, valedictory, social.

Tertiary Intervention:

13. If a student has attendance below 90% in any one term the Wellbeing Team and relevant Learning Leader will be notified. A parent meeting will be arranged and the family provided with additional supports as appropriate. Relevant school personnel to notify include the PSD Coordinator or the Koorie Educator. Relevant external/community supports may include family/friends, The Bridge, Detour etc.
14. Students who have attendance below 30% will be referred to the Navigator program

Table 2: Attendance Supports & Interventions

Attendance Recognition

An essential element in boosting the attendance rates of students is to recognise those students maintaining high levels of attendance or improvements in attendance. Recognition may include:

- ✓ Attendance certificates
- ✓ Recognition of improvements in attendance from term to term.
- ✓ Annual Attendance Incentive
- ✓ Year Level Attendance schemes

Author:	Brad Moyle, Principal
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Supporting Documents:	DEECD School Attendance Guidelines 2014 Click On Wellbeing- Improving Attendance Practice Guide Student Attendance and Educational Outcomes: Every Day Counts
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