

## Healesville High School Attendance Policy



### PURPOSE

The purpose of this policy is to

- ensure all children of compulsory school age are enrolled in a registered school and attend school every day the school is open for instruction
- ensure students, staff and parents/carers have a shared understanding of the importance of attending school
- explain to school staff and parents the key practices and procedures Example School has in place to
  - support, monitor and maintain student attendance
  - record, monitor and follow up student absences.

### SCOPE

This policy applies to all students at Healesville High School.

This policy should be read in conjunction with the Department of Education and Training's [School Attendance Guidelines](#). It does not replace or change the obligations of Healesville High School, parents and School Attendance Officers under legislation or the School Attendance Guidelines.

### DEFINITION

*Parent* – includes a guardian and every person who has parental responsibility for the child, including parental responsibility under the *Family Law Act 1975* (Cth) and any person with whom a child normally or regularly resides.

### POLICY

Schooling is compulsory for children and young people aged from 6 to 17 years (unless an exemption from attendance or enrolment has been granted).

Daily attendance is important for all children and young people to succeed in education and to ensure they do not fall behind both socially and developmentally. School participation maximises life opportunities for children and young people by providing them with education and support networks. School helps people to develop important skills, knowledge and values that set them up for further learning and participation in their community.

Students are expected to attend Healesville High School during normal school hours every day of each term unless:

- there is an approved exemption from school attendance for the student
- the student has a dual enrolment with another school and has only a partial enrolment at Healesville High School, or
- the student is registered for home schooling and has only a partial enrolment at Healesville High School for particular activities
- the student is attending an approved educational program, for example a Vocational Education and Training session.

Both schools and parents have an important role to play in supporting students to attend school every day.

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Healesville High School believes all students should attend school all day, every day when the school is open for instruction, and is committed to working with its school community to encourage and support full school attendance.

Our school will identify individual students or cohorts who are vulnerable and whose attendance is at risk and/or declining and will work with these students and their parents to improve their attendance, through a range of interventions and supports.

Students should be committed to attending school every day, arriving on time and are prepared to learn. Students are encouraged to approach a teacher and seek assistance if there are any issues that are affecting their attendance.

Healesville High School parents are committed to ensuring their child/children attend school every day when instruction is offered. Parents need to communicate with the school when their child will be absent.

Parents will communicate with the relevant staff at Healesville High School about any issues affecting their child's attendance, and work in partnership with the school to address any concerns.

Parents will provide a reasonable explanation for their child's absence from school and endeavour to schedule family holidays, appointments and other activities outside of school hours.

### Supporting and promoting attendance

Healesville High School's *Student Wellbeing and Engagement Policy* supports student attendance.

### Recording attendance

Healesville High School must record student attendance twice per day. This is necessary to:

- meet legislative requirements
- discharge Healesville High School's duty of care for all students

Attendance will be recorded by classroom teacher at the beginning of each lesson. Healesville High School uses Compass to record student attendance and 'live' attendance data is available for parents.

If students are in attendance at a school approved activity, the teacher in charge of the activity will record them as being present.

Healesville High School must record attendance in every class. This is necessary to:

- meet legislative requirements
- discharge Healesville High School's duty of care for all students
- meet Victorian Curriculum and Assessment Authority requirements for VCE students

If students are in attendance at a school approved activity, the teacher in charge of the activity will record them as being present.

### Recording absences

For absences where there is no exemption in place, a parent must provide an explanation on each occasion to the school.

Parents should notify Healesville High School of absences by:

- Recording the absence on the Compass portal or
- Contacting the General Office to alert them of the absence

If a student is absent on a particular day and the school has not been previously notified by a parent, or the

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absence is otherwise unexplained, Healesville High School will notify parents by SMS notification.

Healesville High School will keep a record of the reason given for each absence.

Managing non-attendance and supporting student engagement

Where absences are of concern due to their nature or frequency, Healesville High School will work collaboratively with parents, the student, and other professionals, where appropriate, to develop strategies to improve attendance, including:

- establishing an Attendance Student Support Group
- implementing a Return to School Plan
- implementing an Individual Education Plan
- implementing a Student Absence Learning Plan for students who will be absent for an extended period
- arranging for assistance from relevant Student Wellbeing staff at Healesville High School.

We understand from time to time that some students will need additional supports and assistance, and in collaboration with the student and their family, Healesville High School endeavour to provide this support when it is required,

Referral to School Attendance Officer

If Healesville High School decides that it has exhausted strategies for addressing a student's unsatisfactory attendance, in accordance with the School Attendance Guidelines, refer the non-attendance to a School Attendance Officer in the North Eastern Victoria Regional office for further action.

### MORE INFORMATION AND RESOURCES

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

This policy will be communicated to the school community via our website.

### POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2023
Approved by	Principal, February 2023
Next scheduled review date	February 2026