



Wycheproof P-12 College

ATTENDANCE POLICY

Rationale:

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 Wycheproof P12 College has in place to
 - support, monitor and maintain student attendance
 - record, monitor and follow up student absences

Guiding Principles:

- This policy applies to all students at Wycheproof P12 College.
- 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 Wycheproof P12 College, parents and School Attendance Officers under legislation or the School Attendance Guidelines.
- *Parent* – includes a guardian and every person who has parental responsibility for the child, including parental responsibility under the *Family Law Act 1975* and any person with whom a child normally or regularly resides.
- Schooling is compulsory for children and young people aged from 6 to 17 years (unless an exemption for 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 Wycheproof P12 College 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 Wycheproof P12 College, or
 - the student is registered for home schooling and has only a partial enrolment at Wycheproof P12 College for particular activities
- Both schools and parents have an important role to play in supporting students to attend school every day.
- Wycheproof P12 College 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.

Implementation:

- Wycheproof P12 College 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 must attend school every day (unless due to any of the above mentioned reasons), arriving on time and prepared to learn. Our students are encouraged to approach a teacher and seek assistance if there are any issues that are affecting their attendance.
- Wycheproof P12 College parents must ensure their child/children attends school on time, every day (unless due to any of the above mentioned reasons), when instruction is offered and should communicate openly with the school and provide valid explanations for any absence.
- Parents will communicate with the relevant staff at Wycheproof P12 College about any issues affecting their child's attendance and work in partnership with the school to address any concerns.

- It is the parent's responsibility to provide a reasonable explanation for their child's absence from school to the office by 10am on the day of absence (or before this date) via, a note in the diary, XUNO APP notice or a phone call to the office and endeavour to schedule family holidays, appointments and other activities outside of school hours.

Supporting and promoting attendance

- Wycheproof P12 College's *Student Wellbeing and Engagement Policy* supports student attendance.
- Our school also promotes student attendance by: publicly celebrating excellent school attendance, pastoral care through Year Level Coordinators, Mental Health Practitioner and the School Nurse.

Recording attendance

Wycheproof P12 College must record student attendance twice per day (unless during any period of remote learning at which stage, all operations will be governed by latest DET advice). This is necessary to:

- meet legislative requirements
- discharge Wycheproof P12 College's duty of care for all students
- attendance will be recorded by the Year Level Coordinator (or substitute teacher if the Year Level Coordinator is absent) each morning on Xuno (or by paper based means if computing systems are not working) and checked in the afternoon to update attendance and clarify reasons for absences. Teachers will also mark attendance rolls on Xuno for every class throughout the day to monitor class attendance.
- 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. If off campus, the teacher in charge will notify the Office of any absences so they can be recorded on Xuno.
- All students should be supervised by a timetabled classroom teacher up to Year 11 and 12. Year 11 students who have spares will be allowed to work in the designated Year 11 BER building space, or, study in the back of other timetabled classes. Year 12 students in spares will be directed to study in the Year 12 Room and will be supervised by school leadership or able to study in the back of other timetabled classes.

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 Wycheproof P12 College of absences by:

- 10am on the day of absence (or before this date) via, a note in the diary, XUNO APP notice or a phone call to the office

If a student is absent on a particular day and the school has not been previously notified by a parent, or the absence is otherwise unexplained by 10am, Wycheproof P12 College will notify parents through SMS through the Xuno Management System (or via phone call if computing systems are not working).

Wycheproof P12 College will keep a record of the reason given for each absence. The principal will determine if the explanation provided is a **reasonable excuse** for the purposes of the parent meeting their responsibilities under the *Education Training Reform Act 2006* and the School Attendance Guidelines.

If Wycheproof P12 College considers that the parent has provided a **reasonable excuse** for their child's absence the absence will be marked as '**excused absence**'.

If the school determines that no reasonable excuse has been provided, the absence will be marked as '**unexcused absence**'.

The Principal has the discretion to accept a reason given by a parent for a student's absence. The Principal will generally excuse:

- medical and dental appointments, where out of hours appointments are not possible or appropriate
- bereavement or attendance at the funeral of a relative or friend of the student, including a student required to attend Sorry Business
- school refusal, if a plan is in place with the parent to address causes and support the student's return to school
- cultural observance if the parent/carer notifies the school in advance

- family holidays where the parent notifies the school in advance

If no explanation is provided by the parent within 10 school days of an absence, it will be recorded as an 'unexplained absence' and recorded on the student's file.

Managing non-attendance and supporting student engagement

Where absences are of concern due to their nature or frequency, or where a student has been absent for more than five days, Wycheproof P12 College 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 wellbeing staff and the Year Level Coordinator.
- We understand from time to time that some students will need additional supports and assistance, and in collaboration with the student and their family, will endeavour to provide this support when it is required,

Referral to School Attendance Officer

If Wycheproof P12 College decides that it has exhausted strategies for addressing a student's unsatisfactory attendance, we may, in accordance with the School Attendance Guidelines refer the non-attendance to a School Attendance Officer in the Northern Victoria (Bendigo) Regional Office for further action.

If, from multiple attempts to contact with a parent, it becomes apparent that a student will not be returning to the school, the principal may make a referral to a School Attendance Officer if:

- the student has been absent from school on at least five full days in the previous 12 months where:
 - the parent has not provided a reasonable excuse for these absences; and
 - measures to improve the student's attendance have been undertaken and have been unsuccessful
- the student's whereabouts are unknown and:
 - the student has been absent for 10 consecutive school days; or
 - no alternative education destination can be found for the student.

MORE INFORMATION AND RESOURCES

- [School Attendance Guidelines](#)
- School Policy and Advisory Guide: [Attendance](#)
- School Website

Evaluation:

This policy will be evaluated as part of the school's review cycle: **November 2026**

Basis of Discretion:

- At all times, the DET Guidelines, the needs of the students and the school community will be considered in the implementation of the Attendance Policy
- **This policy was last ratified by School Council: 7th June 2023**