

686 ECG College Attendance Policy & Procedures

Purpose

1. Education Centre Gippsland Community College (ECG College) believes that student attendance and student achievement are closely connected. Students who develop patterns of good attendance are more likely to be successful at school.
2. This policy and procedure provide guidance on the requirements for attendance students at ECG College.

Policy

3. ECG College students will have their attendance and conduct monitored during their enrolment. The attendance expectations are clearly communicated to both the students and parents/carers/guardians through the Student and Parent handbook and at the student interview meeting prior to enrolment.
4. ECG College students are required to attend all programs and activities to maximise their learning opportunities.
5. ECG College acknowledges that the young people who attend the college may have previously disengaged from school and may have developed poor attendance patterns. In acknowledgement of this, ECG College staff are committed to working towards increasing attendance rates for all students.
6. Program activities includes VET classes, excursions and industry placements, Work Experience or Structured Workplace Learning (SWL) electives.
7. Attendance monitoring of ECG College students who attend external courses provided by other senior secondary courses is managed by the ECG College School Administration Team Leader.
8. ECG College will:
 - identify and support all students at risk of non-attendance. This will include various forms of intervention. There is an acknowledgement that many students may have developed poor attendance patterns while at a mainstream school. ECG College will work with students and their families to breakdown and improve entrenched patterns of poor attendance
 - support student attendance by liaising with and utilising the expertise of the ECG College staff and individual student case workers/support services
 - recognise that late attendance and/or early departure may impact on student's learning. ECG College will develop and implement strategies to support students and their families to arrive on time each day and to remain at ECG College for the day.

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- clearly communicate with students and parents/carers/ guardians about their obligation to inform ECG College of the reason for a student's absence and of the processes that will be followed where an absence occurs.
- ensure that accurate data is collected in relation to attendance and participation.

Scope

9. All staff, students, and parents/carers/guardians within the operations of ECG College.

Procedures

Attendance Guidelines

10. The following procedures outline the steps and strategies for monitoring attendance and dealing with student absences and lateness.
11. Attendance rolls will be marked twice daily for morning and afternoon classes.
12. Parents/carers/guardians can access Compass directly to monitor student attendance.
13. All student absences require an explanation and/or a medical certificate. For student's under-18, phone confirmation, email, text or note from a parent /carer/guardian is required.
14. Parents/guardians of students aged under-18 will be notified of any unexplained absences or lateness.
15. It is the responsibility of any student who is absent to find out what course work or assessment was covered in missed classes and any work that may have been set during that time and complete or arrange to complete the work.
16. External organisations who are providing courses for ECG College students send the students attendance role via email to the School Administration Team for marking in Compass.

Student absences

17. Students should ring or text the College mobile or reception if they are going to be absent. A message can be left on the answering service if out of hours.
18. Accurate class rolls are taken by teachers twice a day - morning and afternoon.
19. Details of medical certificates, notes, and any telephone contact in relation to attendance are recorded into the student management system
20. All absences for students under 18 are reported to the parent/carer/guardian via mobile phone via text and/or discussion.
21. A note, email, text or a phone call by the parent/carer/guardian must explain an absence for any student under 18.
22. Approved absences do not affect a student's attendance rate and include illness with a medical certificate, bereavement, a statutory declaration regarding illness, approved excursions and activities as outlined in the codes above. A medical certificate should be provided for any single absence if possible as an absence with a medical certificate is considered an approved absence.
23. For an absence of more than two days students must provide:

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- a. a medical certificate or
 - b. a letter from the parent/carer/guardian explaining the absence
24. Students and their parents/carer/guardians (if required) are counselled for ongoing absences in order to ensure their safety and wellbeing.
25. Attendance and absences are reported on student reports.
26. Any attendance issues are followed up by the principal, campus lead teacher or teacher.
27. Attendance is discussed with students and their parents/carer/guardians if required according to the following guidelines:
- a. the student is required to attend a meeting about their poor attendance.
 - b. The parent/carer/guardian of a student under-18 is notified. In some instances, a parent/carer/ guardian of a student 18 or older, may be notified depending on the circumstances.
 - c. The student is supported by the college Youth Workers on managing their attendance requirements. If the Youth Worker has concerns about the student's safety or well-being, follow up should occur.
 - d. If there is no improvement in the following week, a further meeting will be held and parents invited to attend.
 - e. If no improvement occurs following the second meeting, a warning letter will be issued.
 - f. At all times during the process, any concerns about the student's safety or well-being will be acted upon.
 - g. In some cases, there may be valid reasons for the student to have a modified attendance because of mental health /medical issues or other issues. In these cases, the principal will work with the student, the family and any support or medical services engaged with the student.
28. ECG College supports students who gain casual or part time employment. While preferable to have this occur outside of school hours, sometimes this may not be possible. Students are to inform the school if they gain employment with parent/carer/guardian consent if they are under 18. This employment can contribute to a student's 'Practical' or 'Applied' component of the work-related skills.
29. Students whose attendance rate falls below 35% will be passed onto the government external absence service Navigator.

Centrelink Support

30. Centrelink contacts CCG and ECG College regularly to request attendance details for students receiving payments from them. CCG/ECG College will provide attendance data. Non-attendance may impact on Centrelink payments.

Early Leaving

31. Students' under-18 is required to bring a note signed by a parent/carer/guardian with an explanation to give permission to leave early.
32. All students are required to explain their request to leave early to the Principal or Lead Teacher prior to appointment.

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33. Students leaving early must sign the Student Sign Out book before leaving the campus.

Relationships

External

Education and Training Reform Act 2006 (Vic) and Education and Training Reform Regulations 2017, Working with Children Act 2005 (Vic), Children, Youth and Families Act 2005 (Vic), Charter of Human Rights and Responsibilities Act 2006 (Vic), Disability Act 2006 (Vic), Disability Standards for Education 2005, Disability Amendment Act 2017, Disability Regulations 2018, Privacy and Data Protection Act 2014 (Vic), Health Records Act 2001 (Vic), Disability Discrimination Act 1992 (Com), VRQA Guidelines to the Minimum Standards and Requirements for Schools.

Internal

Student Wellbeing, Care and Safety Policy and Procedures, ECG College Enrolment Procedures, Student Rights and Responsibilities, Behaviour Support and Management Policy and Procedures, Offsite Activities and Excursions Policy & Procedures, Record Management Policy & Procedures, ECG College Assessment Monitoring and Reporting Policy & Procedures, ECG College Supervision Procedures, ECG College Student and Parent handbook, ECG College Teacher Handbook

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