686 Attendance Policy

Purpose

1. ECG Secondary College (ECG) 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 provides guidance on the requirements for attendance for students at ECG Secondary College.

Policy

3. ECG 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 students are required to attend all programs and activities to maximise their learning opportunities.
5. ECG acknowledges that the students who attend the College may have previously disengaged from their schooling and may have developed poor attendance patterns. In acknowledgement of this, ECG staff are committed to working towards increasing attendance rates and engagement for all students.
6. Program activities include VET classes, incursions, excursions, camps. Taster Programs, industry placements, work experience and/or Structured Workplace Learning (SWL) electives.
7. Attendance monitoring of ECG students who attend external courses provided by other senior secondary courses is managed by the ECG College School Administration Team Leader.
8. ECG 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 enrolled at a previous school/s. ECG 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 staff and individual student case workers/support services.
   - recognise that late attendance and/or early departure may impact on students' learning. ECG will develop and implement strategies to support students and their families to arrive on time each day and to remain at ECG for the day.
   - clearly communicate with students and parents/carers/guardians about their obligation to inform ECG 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.

Document ID:		686 Attendance Policy		No. of pages:		1 of 2
TOID:	4181	School no:	2062	Previous revision:		April 2024
Revision no.:	7	Revision date:	November 2024	Next revision:		Nov 2027 or as required

Relationships

External:

- Education and Training Reform Act 2006 (Vic)
- 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:

- 133 Student Wellbeing and Engagement Policy
- 604-1 ECG Secondary College Enrolment Policy and Procedure
- 601-3J Student Rights and Responsibilities
- 623 Student Code of Conduct Policy
- 685 Behaviour Support and Management Policy and Procedures
- 686-1 ECG Secondary College Attendance Procedures
- 682 ECG Secondary College Activities, Excursions and Camps Policy
- 102 Record Management Policy
- 102-1 Record Management Procedure
- 684 ECG Secondary College Assessment Monitoring and Reporting Policy
- 688-1 Student Supervision Policy and Procedures
- 680 ECG Secondary College Student and Parent Handbook
- 689 ECG Secondary College Staff Handbook
- 691 ECG Curriculum Framework Policy
- 691-A ECG College Curriculum Handbook
- 691-B ECG Secondary College VPC & VCE VM Teacher Handbook
- 691-C ECG Secondary College VCP & VCE VM Student Handbook

Document ID:		686 Attendance Policy	No. of pages:		2 of 2
TOID:	4181	School no:	2062	Previous revision:	April 2024
Revision no.:	7	Revision date:	November 2024	Next revision:	Nov 2027 or as required