



Marian College

Myrtleford

Student Attendance Procedure

Schooling is compulsory for young people aged from 6-17 years unless an exemption from attendance or enrolment has been granted.

It is important for our students to attend every day to succeed in their learning and to ensure they don't fall behind both socially and developmentally. A good education provides better life opportunities for young people and better support networks. School helps people to develop important skills, knowledge and values which set them up for further learning and participation in their community. Young people who regularly attend school and complete Year 12 or equivalent have better health outcomes, better employment outcomes, and higher incomes across their lives. It is important that children regularly attend at every year level.

Parent Responsibilities

Parents must ensure their child attends school each day and provide an explanation for any absence. The school must record in writing the reason given by the parent.

Parents must promptly inform the school of the reason for their child's absence so that the school can:

- Make note of the reason for not attending on every occasion
- Ensure that the school is able to meet its duty of care to our students and our families
- Follow up to support the child's education, health and wellbeing, especially in the case of extended absences
- ensure that attendance requirements are met for all year levels, and in particular VCE
- Make note of unauthorised absences/occasions where a reason has not been provided

Where possible, parents should inform the school in advance of upcoming absences. This helps us provide the best support for your child while they are away. This might include providing work in their absence where appropriate, 'catch up' work on their return and pastoral care.

To ensure your child's education and wellbeing are supported, you are encouraged to let us know when your child has an ongoing medical or other issue that may result in ongoing absences and appointments during school hours.

School Responsibilities

Marian College takes attendance in the first 10 minutes every LM session and every class. We record, in writing, the reason given for each absence. This is a legal requirement and ensures that we:

- Meet our duty of care for all students and their families
- Are able to report on student attendance annually in the College Annual Report
- Meet Victorian Curriculum and Assessment Authority (VCAA) and (Victorian Registration and Qualifications Authority (VRQA) requirements.
- We also take attendance at all College activities and excursions and ensure parents are notified of any absences requesting a reply
- Marian College advises parents/guardians of unexplained absences, on the same day, and as soon as possible in cases where we have not been notified
- Where parents are unable to be contacted, the College will notify the emergency contact requesting a reply

Following Up Absences

In most cases, parents will provide an appropriate reason, and absences will be excused requiring no further follow up.

Where absences are of concern due to their nature or frequency, the school will involve the parents and the student as appropriate in developing strategies to improve attendance.

Where a student has repeated absences without a reasonable excuse or explanation, the issue may be referred to the Deputy Principal.

Date: March 2020

Review Date: March 2023