



BRENTWOOD  
SECONDARY COLLEGE

## Attendance Policy



### Help for non-English speakers

If you need help to understand the information in this policy please contact the General Office on 8545 0300 or [brentwood.sc@education.vic.gov.au](mailto:brentwood.sc@education.vic.gov.au).

**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 Brentwood Secondary College 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 Brentwood Secondary 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 Brentwood 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* (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 Brentwood Secondary 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 Brentwood, or
- the student is registered for home schooling and has only a partial enrolment in Brentwood Secondary College for particular activities.

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

Brentwood parents are committed to ensuring their child/children attend school on time every day when instruction is offered, and to communicating openly with the school and providing valid explanations for any absence.

Parents will communicate with the relevant staff 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**

Brentwood's *Student Wellbeing and Engagement Policy* supports student attendance.

#### **Recording Attendance**

Staff at Brentwood Secondary College must record attendance in every class. This is necessary to:

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

Attendance will be recorded by the classroom teacher at the start of each lesson/period using Brentwood's Compass portal.

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

### **Students participating in study with external providers**

Brentwood Secondary College may enter arrangements with external providers to deliver part of the Victorian Certificate of Education (VCE), or the Victorian Pathways Certificate (VPC). External providers may include:

- TAFE providers
- Registered Training Organisation (RTO)
- Registered schools, including both government and non-government that are also RTOs, and
- Learn Local providers that are also RTOs.

Brentwood Secondary College will enter into a written agreement between the school and the external provider detailing the responsibilities of each party including how the attendance of students will be managed and monitored between the parties. Brentwood Secondary College will appoint a member of staff to monitor the attendance on students studying with external providers upon entering into any agreement.

The external party must provide the services consistent with the Department's Policies and Procedures on Supervision and Purchasing Secondary Courses and Vocational Training from External Providers.

## 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 the college of absences by:

- Using the college Compass portal or directly calling or emailing the school and/or attendance officer. Notes from home can be submitted to the attendance officer.
- 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, the college will notify parents by SMS.
- If after three days consecutive absence, if contact cannot be made with the parent, the school will attempt to make contact with any emergency contact/s nominated on the student's file held by the school, where possible.

Brentwood Secondary 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 the 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.

Parents will be notified if an absence has not been excused.

## 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, House Leaders and Heads of House 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.

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

### **Referral to Regional School Attendance Officer**

If the 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 North Eastern Regional office for further action.

If, from multiple attempts to contact a parent, it becomes apparent that a student will not be returning to the school, the principal may make a referral to the North Eastern Region 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.

### **FURTHER INFORMATION AND RESOURCES**

- School Attendance Guidelines  
<https://www.education.vic.gov.au/school/teachers/studentmanagement/attendance/Pages/default.aspx>
- School Policy and Advisory Guide: Attendance  
<https://www.education.vic.gov.au/school/principals/spag/participation/pages/attendance.aspx>
- The Department's Policy and Advisory Library (PAL): [Attendance](#)

**Review Cycle and Evaluation:** To ensure ongoing relevance and continuous improvement, this policy will be reviewed every 3 years or earlier if required. The next review is scheduled for 2025.

#### **Consultation:**

- Education Council Sub – Committee – July 18, 2022

**Approved by Council on:** July 25, 2022