



STEP ONE

Student has 3+ unapproved absences in a semester

The subject teacher and learning mentor will advise the student of 3+ unexplained absences in a unit. The student has an opportunity to go over attendance with the teacher and hand medical certificates into the office. A Team Leader (TL) will contact parents/guardians to communicate concerns if absences reach 5+.

STEP TWO

Student has 5+ unapproved absences in a semester

The TL will ensure the roll is as accurate as possible. The TL will contact the parent/guardian, communicate the concerns and organise a meeting (if required).

STEP THREE

Attendance Strategies Meeting (ASM)

Attendees: parent/guardian, student, TL and AP of the Senior School (if required).

STEP FOUR

Student has 8+ unapproved absences in a semester

The student is informed by the TL that they have 8+ absences and will receive an unsatisfactory. Parent informed by AP of the Senior Years via a letter that their student has failed the subject.

STEP FIVE

Appeal

Parties involved: parent(s), student, Principal and AP (Senior Years)

A student/parent/guardian may wish to appeal the decision. A letter must be written to the Principal explaining the grounds for the appeal within 14 days. The Principal may require an appeal meeting with relevant parties.

The student must still attend classes.

Appeal not successful

Student receives an unsatisfactory for the unit. The student will continue to attend in preparation for the following unit of study in that subject. If the subject is discontinued the school will work with the student to enable a successful pathway.

Appeal successful

Student may continue with the subject. Strict conditions and requirements may be imposed. Any breaches may result in an unsatisfactory result.

Any student who has two 'N' results due to low attendance may have their enrolment reviewed for the current year.

Why it's important

We all want our students to get a great education, and the building blocks for a great education begin with students coming to school each and every day.

Students develop good habits by going to school every day – habits that are necessary to succeed after school, whether in the workplace or in further study.

Missing school can have a big impact on students academically and socially. It can affect their test results, including VCE, and, just as importantly, it can affect their relationships with other students, and lead to social isolation.

There is no safe number of days for missing school – each day a student misses puts them behind, and can affect their educational outcomes.

Each missed day is associated with progressively lower achievement in numeracy, writing and reading.

The main reasons for absence are:

Sickness – There are always times when students need to miss school, such as when they're ill. It's vital that they're only away on the days they are genuinely sick, and setting good sleep patterns, eating well and exercising regularly can make a big difference.

"Day off" – Think twice before letting your child have a "day off" as they could fall behind their classmates – every day counts.

Truancy – When students choose not to go to school without their parent's permission. There can be many reasons for truancy, the best way to address this is for schools and parents to work together.

While all absences are bad for academic performance, unexcused absences are a much stronger indicator of lower reading and maths achievement.

Remember, every day counts. If your child must miss school, speak with your classroom teacher as early as possible.

Openly communicating with your child's school about all absences is a good way to prevent attendance issues being escalated to a School Attendance Officer. A School Attendance Officer is a Department of Education and Early Childhood Development Regional Director who has authority to follow up attendance issues. Attendance issues that are escalated can lead to an Infringement Notice.

If you're having attendance issues with your child, please let your year level coordinator, principal or other relevant staff member know so you can work together to get your child to school every day.

For more information and resources to help address attendance issues, visit:
www.education.vic.gov.au/school/parents/behaviour/Pages/studentattendance.aspx