



## Attendance Policy

Harkaway Hills College is committed to ensuring student attendance is monitored twice daily, and all unexplained and/or unsatisfactory attendances are followed up. Regular school attendance is one of two of the most fundamental key factors that John Hattie identifies as influence on student performance, and an emphasis on punctuality forms part of the Character Education program at the College.

The Victorian Registration Standards (sch 4 cl 10) require that we must make provisions to:

- monitor the daily attendance of each student enrolled at the College; and
- identify any absences of a student from College including classes; and
- follow up any unexplained absences of a student from the College or classes; and
- notify any parent or guardian regarding a student's unsatisfactory school or class attendance; and
- record information regarding a student's unsatisfactory attendance at school or classes on their student file.

The Victorian Registration Standards (sch 4 cl 11) require that we must maintain a student attendance register recording the attendance of students of compulsory school age (i.e. 6-17 years) at least twice a day and record any given or apparent reason for student absences.

### **(1) Daily Attendance Register**

Harkaway Hills College keeps a register of the daily attendance of all students at the College. The register of daily attendance records the following information for each student:

- daily attendance
- absences
- reason for absence
- documentation to substantiate reason for absence.

Attendance is checked at least twice a day, at: 9.00am (morning roll call) and at 1.45pm (after lunch).

### **(2) Monitoring Daily Attendance**

A text message is sent to the parents of absent students, unless they have notified the School of a child's absence by 10.00am in order to monitor the daily attendance of students and identify absences from school or class.

It is the responsibility of the Administration Assistant to ensure that student daily attendance is being effectively monitored.

### **(3) Following Up Unexplained Student Absences**

In the event of an unexplained absence, after contacting parents, a note is placed against the student record in the Sentral Database.

### **(4) Notification of Parents/Carers of Unsatisfactory Attendance**

In the event that a student record displays unsatisfactory attendance, the Principal will contact parents directly. Where parents repeatedly fail to inform the School of a child's absence, a formal letter will be sent. Parents are regularly reminded to ensure that any changes to their contact details are communicated to the College.

### **(5) Records of the Register of Daily Attendance**

The Daily Attendance Register is retained indefinitely on **Sentral**. The register is kept for each calendar year and shows the twice-daily attendance checks and any reasons for absence. The College also records unsatisfactory attendance on students' files.

**The Principal and Management Team are responsible for the effective implementation of this Policy.**