Attendance Policy

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 Lake Bolac 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 Lake Bolac 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 Lake Bolac College, parents and School Attendance Officers under legislation or the School Attendance Guidelines.

DEFINITION

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 Lake Bolac 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 in Lake Bolac College, or
- the student is registered for home schooling and has only a partial enrolment in Lake Bolac College for particular activities.

Both schools and parents have an important role to play in supporting students to attend school every day.

Lake Bolac College 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.

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

Parents will communicate with the relevant staff at Lake Bolac College 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

Lake Bolac College's *Student Wellbeing and Engagement Policy* supports student attendance.

Our school also promotes student attendance by: encouragement of attendance via Positive Rewards Program and individualised attendance goals on student Individual Education Plans.

Recording attendance

Primary Years

Lake Bolac College must record student attendance twice per day. This is necessary to:

- meet legislative requirements
- discharge Lake Bolac College's duty of care for all students

Attendance will be recorded by the classroom teacher at the start of each class using Compass.

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

Secondary Years

Lake Bolac College must record attendance in every class. This is necessary to:

- meet legislative requirements
- discharge Lake Bolac College'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 class using Compass.

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

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 Lake Bolac College of absences by:

- Contacting the office
- Entering the absence in Compass

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, Lake Bolac College will notify parents by SMS. Lake Bolac College will attempt to contact parents as soon as practicable on the same day of the unexplained absence, allowing time for the parent to respond.

If contact cannot be made with the parent (due to incorrect contact details), the school will attempt to make contact with any emergency contact/s nominated on the student's file held by the school, where possible, on the day of the unexplained absence.

Lake Bolac 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 Lake Bolac 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, Lake Bolac College 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, will endeavour to provide this support when it is required,

Attendance support process

Lake Bolac College monitors student attendance regularly and works proactively with students and families to address attendance concerns before they become entrenched.

Parents/carers will receive an SMS notification at **10:00am** where their child has been recorded as absent from school without an approved reason. This provides an early opportunity for families to notify the College of the reason for the absence and to ensure attendance records are accurate.

The College uses the following graduated attendance support process. The percentage thresholds are used as indicators to determine the level of support and intervention required. Individual circumstances will be considered when determining the most appropriate response.

- 90% attendance – School Attendance Officer: Where a student's attendance falls to 90%, the School Attendance Officer will contact the parent/carer to discuss the student's attendance and identify any barriers or supports that may be required.
- 85% attendance – Homegroup Teacher: Where attendance falls to 85%, the student's Homegroup Teacher will contact the parent/carer and discuss attendance concerns, engagement and any appropriate strategies to support improved attendance.
- 80% attendance – Assistant Principal: Where attendance falls to 80%, the Assistant Principal will review the student's attendance and circumstances. At their discretion, an attendance support or attendance improvement plan may be developed in consultation with the student and family.
- 75% attendance – Principal: Where attendance falls to 75%, the Principal will contact the parent/carer to discuss the significant attendance concern and determine appropriate further action and support.

These thresholds are not intended to replace professional judgement. The College may initiate additional support or intervention at any stage where the nature, frequency or circumstances of absences indicate that further action is required.

Attendance Monitoring Protocol

Daily absence check

- Administration staff check Compass for student absences.
- An SMS is automatically sent to parents/carers at **10:00 am** where a student has been recorded as absent without an approved reason.

2 days of unexplained absence

- Administration staff contact home to follow up the absence with the parent/carer and clarify the reason for the absence.

4 days of unexplained absence

- Homegroup Teacher contacts the parent/carer to discuss attendance concerns.
- Conversation focuses on identifying potential barriers to regular attendance.
- Strategies are discussed to support and encourage improved attendance.

5 days of unexplained absence

- A Leadership Team member contacts the parent/carer to discuss attendance concerns.
- A meeting is arranged to discuss the concerns and identify appropriate supports.
- An attendance support plan is developed where required.

10 days of unexplained absence

- Assistant Principal contacts the parent/carer to discuss ongoing attendance concerns.
- A formal attendance improvement plan is implemented where required.

15 days of unexplained absence

- Principal contacts the parent/carer to discuss ongoing attendance concerns.

Referral to School Attendance Officer

If Lake Bolac 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 Ballarat Regional Office for further action.

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

COMMUNICATION

This policy will be communicated to our staff in the following ways:

- Compass

MORE INFORMATION AND RESOURCES

- The Department's Policy and Advisory Library (PAL): Attendance

REVIEW CYCLE

This policy was last reviewed and approved by school council in August 2024 and is scheduled for evaluation and review in August 2028.

APPROVAL

Created date	Tuesday 12th August 2026
Endorsed by	Shane Hoffmann, Principal
Endorsed on	Wednesday 19th August 2026
Next review date	August 2030