



Doctrina Vitae

Bacchus Marsh  
Grammar

# School Board Policy

## Student Duty of Care

### STU – 001 Student Attendance Policy and Procedure

(Policy source: Complispace)

Approved by the School Principal 18 March 2022





# Student Attendance Policy and Procedure

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## 1 Student Attendance Policy

### 1.1 Source of Obligation

- 1.1.1 The Victorian Registration Standards (sch. 4 cl 10 ETR Regs), require that Bacchus Marsh Grammar (the School) must make provisions to:
- 1.1.1.1 Monitor the daily attendance of each student enrolled at the School;
  - 1.1.1.2 Identify any absences of a student from the School including classes;
  - 1.1.1.3 Follow up any unexplained absences of a student from the School or classes;
  - 1.1.1.4 Notify any parent or guardian regarding a student's unsatisfactory school or class attendance; and
  - 1.1.1.5 Record information regarding a student's unsatisfactory attendance at school or classes on their student file.
- 1.1.2 The Victorian Registration Standards (sch. 4 cl 11 ETR Regs) require that the School must maintain a student attendance register recording the attendance of students of compulsory school age (i.e. 6 – 17 years). An attendance register records any unexplained absences to ensure:
- The care, safety and welfare of students.
  - Continuity of learning.
- 1.1.3 An attendance register must record student attendance at least twice a day and record any given or apparent reason for student absences.

### 1.2 Daily Attendance Register

- 1.2.1 The School keeps a register of the daily attendance of all students at the School in Synergetic. The register of daily attendance records the following information for each student:
- Daily attendance;
  - Absences;
  - Reason for absence; and
  - Documentation to substantiate reason for absence.
- 1.2.2 Attendance is checked at least twice a day, at:
- Morning Tutor Group;
  - The commencement of each class.

### 1.3 Monitoring Daily Attendance

- 1.3.1 The School has implemented the following systems and procedures in order to monitor the daily attendance of students and identify absences from school or class:
- 1.3.1.1 Parents/guardians are responsible for ensuring that they notify the School to explain the absence of their child/ren on any particular school day. Notification may be provided via email or by telephoning the School and should be made prior to the start of the school day.
  - 1.3.1.2 Class teachers take the class roll promptly at the commencement of each class.
  - 1.3.1.3 All absences are recorded using Synergetic. All recorded absences are cross checked against the absentee notifications that have been provided to the school that day.
  - 1.3.1.4 Where students are participating in courses provided by other providers, class teachers contact providers at the commencement and end of the day to ensure student attendance has been monitored by the provider.
- 1.3.2 It is the responsibility of the Head of School and Senior Deputy Principal to ensure that student daily attendance is being effectively monitored.

### 1.4 Following Up Unexplained Student Absences

- 1.4.1 The School has implemented the following systems and procedures in order to follow up unexplained absences from school:



- 1.4.1.1 Where an absence of a student has not been explained by 9.20am, the School will send a SMS by 9.30am to the students' parents / guardians advising that their child has been marked absent from School and to contact the School absence line. If parents/guardians do not respond to the first SMS, a reminder SMS will be sent at approximately 10.00am. If no response is received, the school will contact the parents/guardians by phone. If no contact with the parent / guardian is made, the student will be marked as 'All Day Absence – 'Not Notified' with a reason: 'SMS sent'. If contact with the parent / guardian is made, the student will be marked as 'All Day Absence – notified' with the applicable reason noted.
- 1.4.1.2 Where the absence remains unexplained the matter will be reported to the Year Level Coordinator and Heads of School for investigation and follow up.
- 1.4.1.3 All information in relation to unsatisfactory attendance is recorded on students' files and information with respect to attendance is provided in each student's school report.

## 1.5 Notification of Parents and Guardians of Unsatisfactory Attendance

- 1.5.1 The School has implemented the following systems and procedures in order to notify parents and guardians of unsatisfactory attendance:
  - 1.5.1.1 Where a student is unsatisfactorily absent from school, the School will contact the parents/guardians directly to seek an explanation and to remind parents/guardians of their child's obligation to attend school.
  - 1.5.1.2 Where parents/guardians repeatedly fail to inform the School of absences, the Year Level Coordinator will contact the parents/guardians directly seeking an explanation and to remind them of their obligation to report absences.
- 1.5.2 It is important to note that primary responsibility for monitoring student absences sits with the parents/guardians.
- 1.5.3 Parents/guardians are regularly reminded to ensure that any changes to their contact details are communicated to the School.

## 1.6 Extended Absences (excluding holidays)

- 1.6.1 Parents/guardians must inform the School in writing, addressed to the appropriate Year Level Coordinator and Head of School, if their child/ren will be absent from school for an extended period of time (5 or more days). This requirement excludes leave of absence applications and is appropriate for medical and bereavement reasons.
- 1.6.2 Parents/guardians are required to report their child's absence via the Student Absentee line or absentee email.

## 1.7 Records of the Register of Daily Attendance

- 1.7.1 The Daily Attendance Register is retained indefinitely and copies of information in the register are stored electronically in Synergetic and hardcopies in Administration. The register is kept for each calendar year, and shows the twice-daily attendance checks and any reasons for absence.
- 1.7.2 The School also records unsatisfactory attendance on students' files.

## 2 Student Attendance Administrative / Compliance Procedure

### 2.1 General Responsibilities

- 2.1.1 Maintaining attendance at Bacchus Marsh Grammar (the School) is the responsibility of everyone in the School community, including staff, students and parents/guardians.

### 2.2 Student Responsibilities

- 2.2.1 All students are expected to attend school and all of their lessons regularly and punctually. Students who experience attendance difficulties will be offered support, initially from their tutor group teacher or class teacher and, if the need should arise, from Senior Staff.



## 2.3 Parents/Guardians Responsibilities

- 2.3.1 Parents/guardians are responsible under law for ensuring that their child attends school regularly, punctually, properly dressed and in a fit condition to learn. If a child is prevented for any reason from attending, or is late, parents/guardians are requested to notify the School as soon as possible, either in writing (letter or email to Woodlea\_absences@bmg.vic.edu.au for the Woodlea Campus or maddingley\_absentees@bmg.vic.edu.au for the Maddingley Campus), or by telephone: Woodlea Absentee Line 5366 4988 or Maddingley Absentee Line 5366 4888.
- 2.3.2 A student's absence from school must be considered as unauthorised until a satisfactory explanation is forthcoming from parents/guardians.
- 2.3.3 Parents/guardians will be informed promptly of any concerns that may arise over a child's attendance. The Principal or delegate may contact parents/guardians whose child's attendance is a cause for concern. If possible, parents/guardians should avoid making medical / dental appointments for their child/ren during school hours.

## 2.4 Staff Responsibilities

- 2.4.1 Staff will endeavour to encourage good attendance and punctuality through personal example. The School will encourage good attendance and punctuality and, liaising closely with parent/guardians, will promptly investigate all absenteeism. Staff will respond to all absenteeism consistently.

## 2.5 Attendance Recording

- 2.5.1 Attendance will be checked and recorded in Synergetic promptly at the beginning of each class. Paper rolls can be used in the event the teacher does not have access to Synergetic/SchoolBox or alternatively, an email can be sent to the relevant absentee email. If paper rolls are used, they must be provided to the main office before the end of Tutor Group and at the beginning of each class.
- 2.5.2 Attendance rolls are to be submitted via Synergetic/SchoolBox no later than 10 minutes from the commencement of each class. If a student fails to arrive before the attendance rolls have been submitted, they will be marked as 'absent'. Students who arrive after the attendance rolls have been submitted during morning tutor group, should report to Reception or the Gatehouse at the Maddingley Campus or to Reception at the Woodlea campus, to obtain a Late Pass. (The Attendance Register will be subsequently amended to read 'late') If a student is inappropriately late on two or more occasions in one week, a detention may be imposed.
- 2.5.3 If a roll has been marked incorrectly in Synergetic/SchoolBox, the teacher must correct the mistake and re-submit the roll in Synergetic/SchoolBox.
- 2.5.4 If a student arrives to class during class after the roll has been marked and submitted, the teacher can re-open their roll and mark the student as 'attending' and 'late'.
- 2.5.5 Parents/guardians are reminded that if their child/ren arrives to school after the attendance registers have been submitted, and an acceptable explanation is not forthcoming; their child will be recorded as 'late: no reason given'.
- 2.5.6 Senior Staff will inspect the attendance registers on a regular basis in order to ensure that correct procedures are being followed.
- 2.5.7 Staff must keep a record of student attendance for each class in their chronicles or an alternative method of recording student attendance on a class-by-class basis.

## 2.6 Authorised / Unauthorised Absence

- 2.6.1 It is vital that all staff adhere to the same criteria when deciding whether or not to authorise an absence. Staff are to communicate all authorized absences to Student Absences in a timely manner.
- 2.6.2 An absence can be authorised if:
- The student was absent with leave (defined as 'leave granted by any person authorised to do so by the Principal);
  - The student was ill 'or prevented from attending by any unavoidable cause'. The School may request students to produce a medical certificate;



- The absence occurred on a day exclusively set aside for religious observance by the religious body to which the students' parents/guardians belongs;
- There is a family bereavement;
- The student is attending an interview with either a prospective employer or in connection with an application for a place at an institute of further or higher education or for a place at another school;
- The student is attending approved work experience;
- The student is attending an approved off-site activity or is receiving special off-site tuition;
- The student is participating in an approved public performance;
- The student is involved in an exceptional special occasion (e.g., if a pupil is attending the graduation of an older sibling);
- Leave of absence is authorised by the School for a family holiday.

2.6.3 An absence should be unauthorised if:

- No explanation is forthcoming;
- The School is dissatisfied with the explanation;
- The student stays at home to mind the house or to look after siblings (the guidance suggests that absence in such cases should only be granted in exceptional circumstances);
- The student is shopping during school hours;
- The student is absent for unexceptional special occasions (e.g. a birthday);
- The student is on a family holiday without informing the School, or if the parents/guardians have failed to advise the School in advance and instead give retrospective advice on their return.

## 2.7 Holidays

- 2.7.1 If parents/guardians choose to take their child/ren on holidays during Term time for less than 14 days, they must inform the child's Year Level Coordinator and Head of School.
- 2.7.2 Parents/guardians are required to report their child's absence via the Student Absentee line or absentee email.
- 2.7.3 School work will not be provided where a student is absent on holidays.

## 2.8 Leave of Absence

- 2.8.1 An application for leave of absence must be made for student absences greater than 14 days. The application must be made in writing to the Principal or their delegate well in advance of the intended leave of absence.
- 2.8.2 Approval for a leave of absence may be given at the Principal's or their delegates discretion.
- 2.8.3 School work will not be provided where a student is on leave of absence.

## 3 Implementation

- 3.1.1 The School has set up a series of compliance tasks on our Assurance System, to ensure that key obligations under the Victorian Registration Standards are managed effectively.

## 4 Related Documents

- Education and Training Reform Act 2006
- Truancy Policy

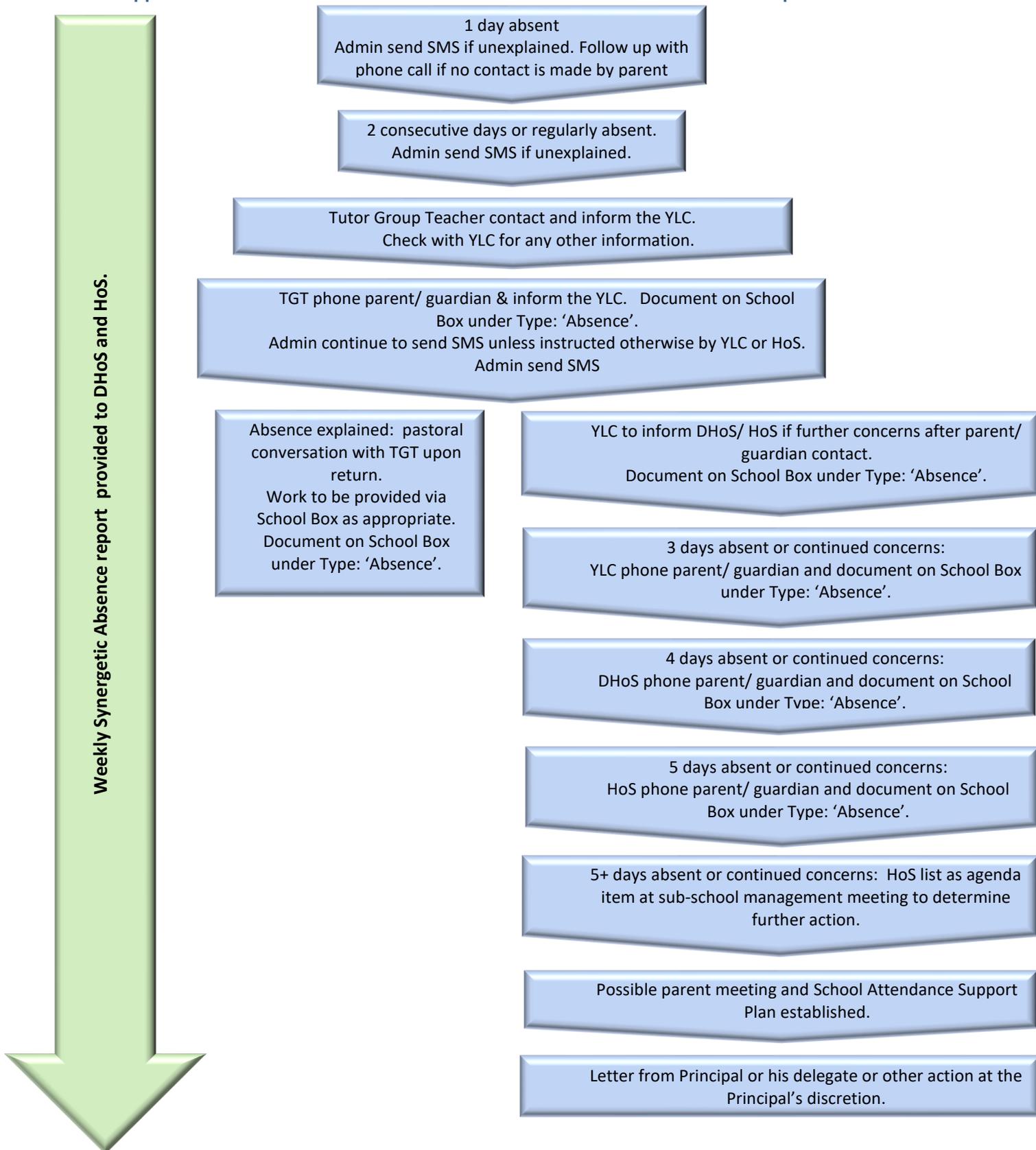
## 5 Authorisation

<b>Board Document No.</b>	<b>GOV-029</b>	
<b>Board Document Name</b>	<b>Student Attendance Policy and Procedure</b>	
<b>Approval Authority</b>	<b>School Principal</b>	
<b>Board Approval</b>	<p>Andrew A Neal Principal <b>Bacchus Marsh Grammar</b></p>	
<b>Administrator</b>	<b>Company Secretary</b>	Greg Gough
<b>Approval Date</b>	<b>18 March 2022</b>	
<b>Date of Next Review</b>	<b>18 March 2023</b>	To be reviewed every year

## 6 History

<b>Date</b>	<b>Amendment</b>
<b>18 March 2022</b>	1. Consolidated the Student Attendance Policy and the Student Attendance Procedure into the one document

**7 Appendix 1: Student Pastoral Care Absence Procedure for continuous or frequent absences**



8 Appendix 8: School Attendance Support Plan

 <p>Bacchus Marsh Grammar</p>		<h2>School Attendance Support Plan</h2>				
<b>Student details</b>						
Student Name:		Tutor Group:	DOB:			
Parent/Guardian Name:		Phone:				
Parent/Guardian Name:		Phone:				
Year Level Coordinator:		Head of School:				
Date of implementation:		Review date:				
<b>This plan has been completed with:</b>						
Date:						
Student Name:						
Parent/guardian Name:						
Staff Member(s):						
<b>School Attendance Support Persons (include Head of School)</b>						
Title:		Contact:				
Title:		Contact:				
Title:		Contact:				
<b>Details of checking in with the School Support Persons</b>						
Place:		When:				
<b>This plan includes the following changes to attendance or workload (if applicable):</b>						
School attendance will be on the selected days (please circle):		Mon	Tues	Wed	Thurs	Fri
The student will attend the following classes (attach additional timetable if appropriate):		1.		2.		
3.	4.	5.		6.		
<b>School based strategies to support student (if applicable):</b>						
When I start to feel.....:						
When I start to feel this way, others notice things about me:						



At school, these things can make me feel .....	
Strategies I will use:	
Strategies staff can use to support me:	
<input type="checkbox"/> We have agreed that if my attendance becomes a concern for any reason, the support person(s) listed will contact my parents/ guardians to review this plan. This may include another meeting and/ or other actions to ensure student attendance is at the expected standard.	
<input type="checkbox"/> I agree that I will contact one of my school support persons if I have any concerns that may impact my ability to follow this attendance plan.	
<input type="checkbox"/> I agree that I will follow this attendance plan.	
Additional notes: _____ _____ _____ _____ _____	
Review and Approval	
<b>Approval Date:</b> /    /	<b>Review:</b>
Student Signature:	Parent/Guardian Signature:
<input type="checkbox"/> Parents/guardians have been provided with a copy of the School Attendance Support Plan on:	
Office Use Only	
A copy of this School Attendance Support Plan has been provided to:	
<input type="checkbox"/> Student's central file <input type="checkbox"/> Relevant Year Level Coordinator <input type="checkbox"/> Relevant Head of School <input type="checkbox"/> Deputy Principal – Student Wellbeing <input type="checkbox"/> Synergetic DOCMAN <input type="checkbox"/> Other: (please specify) _____	