

Sunshine College

Attendance Policy

Aims

Sunshine College believes that regular school attendance is a major component in students achieving academic success. Through the implementation of this policy Sunshine College aims to work with parents and students to reduce the current level of absences, lateness and early leavers.

It is unacceptable for a student to miss more than 8 days per semester.

Sunshine College aims to

- encourage full attendance by students
- maintain an adequate, accurate and efficient attendance record keeping system
- identify patterns of student absences
- develop intervention strategies to improve school attendance

Students achieve greater educational outcomes when attending school everyday. Sunshine College aims to maximise student learning opportunities and performance by ensuring that all students attend school every day, on time and remain at school for the entire day.

To be successful we need parents, students and Sunshine College to work together to achieve our aims. This policy needs to be communicated to and understood by students, parents and staff on a regular basis.

Responsibilities

Sunshine College

Staff at Sunshine College will

- keep accurate personal records of student attendance
- monitor targeted students each day
- keep students informed of classes missed and provide adequate assistance for students to catch up on work missed
- encourage students to attend school everyday on time
- foster an environment that encourages students to attend school
- accurately mark a class roll for each session
- monitor student attendance and refer lateness to administration
- inform parents/guardians through the Student Management Team regarding unsatisfactory student attendance
- inform parents/guardians via a CASES printout of all absences once a term

Parent/Guardian

Parents/Guardians have a legal responsibility to ensure that their child attends school every day on time. Parents/Guardian are expected to cooperate by

- notifying Sunshine College by phoning the relevant campus before 9.00am to report the absence
- confirming the absence in writing by note/medical certificate. Such a note should contain the name of the student, reason and date of absence.

- encouraging students to attend school everyday on time
- where possible, arranging doctor, dentist or other appointments out of school hours
- arranging family holidays during school holiday periods

Students

Students have a responsibility to

- attend school everyday
- report illness that has developed during the day to the front office. The school will contact parents/guardians to arrange early departure from the school due to illness.
- be punctual to every class
- bring in medical certificates, appointment slips or other notes from parents/guardians that explains your absence from school
- sign in at the office when late to school with a note from parent/guardian explaining why you are late
- sign out at the office when leaving school for an appointment with a note explaining why you are leaving school during school hours

School Administration

The School Administration (office staff) will enter any absences in to the official Department of Education attendance log. Parents/Guardians will be informed regarding absences without approval and approval will be sought.

Absences from school can be categorised into the following categories:

- Absence due to illness/family issue

These absences need to be verified by a parent/guardian or by doctor's certificate

- Absence – unapproved

A student who misses classes without College or Parent/Guardian permission is considered a truant. Unapproved absences that cannot be approved by parent/guardian will lead to student disciplinary action

- Absence – College approved activity

Students who are participating in College approved activities will not count as a school absence or a class absence

Sanctions

Failure to attend school on a regular basis will be a considered factor when promoting a student to the next year level of study. This may result in a student repeating the year of study.

Exceptional Circumstances

The school administration will consider exceptional circumstances that prevent a student from attending school.