



**BRIGHTON**  
SECONDARY COLLEGE

# **ATTENDANCE POLICY 2022 - 2025**

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**HELP FOR NON-ENGLISH SPEAKERS**

If you need help to understand the information in this policy please contact Jessica Luong (Chinese).

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

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

Brighton Secondary 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 expected to attend school every day, arrive on time and are prepared to learn. Our students are encouraged to approach their Student Manager and seek assistance if there are any issues that are affecting their attendance.

Brighton Secondary College parents are expected to ensure that their child/children attend school on time every day when instruction is offered, to communicate openly with the school and provide valid explanations for any absence.

Parents are expected to communicate with the relevant staff at Brighton Secondary College about any issues affecting their child's attendance and work in partnership with the school to address any concerns.

Parents are expected to 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

Brighton Secondary College's [Student Wellbeing and Engagement Policy](#) supports student attendance.

Our school also promotes student attendance by:

- creating safe, supportive learning environments where all students experience success through active participation and engagement in purposeful learning.
- providing early identification of and supportive intervention for students at risk of non-attendance
- linking with local community groups and agencies to maximize program and individual support.
- providing a staged response for students who do not maintain high levels of attendance in accordance with DET guidelines.

## RECORDING ATTENDANCE

Brighton Secondary College must record attendance in every class. This is necessary to:

- meet legislative requirements
- discharge Brighton Secondary 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 lesson/period 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.

If the student attends an external provider (for example, for a VET subject) attendance is monitored by the Career and Pathways Manager.

Any unexplained absence from individual classes during the day will be followed up by the respective Student Manager

### RECORDING EARLY LEAVERS

- Students who need to leave early, must provide a valid note to the relevant sub-school office or have a notification placed on compass by the student's parent/guardian
- Students must sign out at the relevant sub-school office prior to leaving the college grounds
- For students who fail to present an adequate note or no other explanation has been communicated to the college, the sub-school office administrator will call the parent/guardian to confirm the early leaving.
- Students who fail to sign out will be issued with a detention. If the student is returning late in the day, they must sign back in via the relevant sub-school office.

### RECORDING LATENESS

If a student is late to school with a valid note, or notification via Compass or the College absence line the following procedure must be followed:

- **Sign in to the relevant sub-school office.**

For students who fail to present an adequate note or no other explanation has been communicated to the College the following series of consequences will apply.

- **1st Offence:** Verbal warning and lateness noted on Compass.
- **2nd Offence:** Email sent home via Compass, explaining procedure.
- **3rd Offence:** Students will be issued with an after school, detention.

Failure to attend, the after school detention will incur a subsequent detention. A continued failure to attend detention will result in an early morning detention. Further failure to attend may lead to suspension.

**Note:** Students with significant or prolonged absences from the College will be addressed under the College's Student Engagement Policy

### 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 Brighton Secondary College of absences by:

- contacting the relevant sub-school office if it is an unplanned absence,
- completing a compass attendance note
- leaving a message on the college's absence line
- for prolonged absences the parent/carer is expected to notify the relevant sub-school/student manager as soon as possible
- for any unexplained absences longer than 2 days the college will follow-up by contacting the parent/carer to ascertain the reason for the absence.
- students undertaking a VCE subject will be expected to provide a medical certificate if they are absent on the day of an assessment. (For further detail please refer to the Parent/Student Guide for

Senior School Students).

- wherever possible, it is preferable that all medical, and specialist appointments are made outside of school hours.

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, Brighton Secondary College will notify parents via Compass notification. Brighton Secondary 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.

Brighton Secondary 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 Brighton Secondary College considers that the parent has provided a reasonable excuse for their child's absence the absence will be marked as 'an approved absence'.

If the school determines that no reasonable excuse has been provided, the absence will be marked as 'an unapproved 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, Brighton Secondary 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,

### **REFERRAL TO SCHOOL ATTENDANCE OFFICER**

If Brighton Secondary 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 [insert relevant 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 school community in the following ways

- referenced in the student diary
- referenced in staff induction processes
- discussed at staff briefings or meetings, as required
- referenced in our staff handbook
- on compass under School Documentation > College Information > College Policies

Information for parents and students on supervision before and after school is available on our school website.

### **REVIEW CYCLE AND EVALUATION**

To ensure ongoing relevance and continuous improvement, this policy will be reviewed every 3 years

**LAST UPDATED: 06/06/2022**

**APPROVED BY: PRINCIPAL**  
**RATIFIED BY COLLEGE COUNCIL:**  
**NA**

**NEXT REVIEW DATE:**  
**06/06/2025**



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