

# MELBOURNE HIGH SCHOOL

## ATTENDANCE

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### PURPOSE

The purpose of this policy is to

- x ensure all children of compulsory school age are enrolled in a registered school and attend school every day the school is open for instruction
- x ensure students, staff and parents/carers have a shared understanding of the importance of attending school
- x explain to school staff and parents the key practices and procedures Melbourne High School has in place to
  - o support, monitor and maintain student attendance
  - o record, monitor and follow up student absences.

### SCOPE

This policy applies to all students at Melbourne High School

This policy should be read in conjunction with the Department of Education and Training [School Attendance Guidelines](#). It does not replace or change the obligations of Melbourne High School, parents and School Attendance 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 that Melbourne High School during normal school hours every day of each term unless:

- x the student has a dual enrolment with another school and has only a partial enrolment in Melbourne High School, or
- x the student is registered for home schooling and has only a partial enrolment in Melbourne High School for particular activities

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

Melbourne High School 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, on time and are prepared to learn. Our students are encouraged to approach a teacher and seek assistance if there are any issues that are affecting their attendance.

Melbourne High School parents are committed to ensuring their child/children attend school on time every day when instruction is offered, to Oh3-4.9 (o)11.9 ( )].4 (a)-3.2 (n)-0.8 (n)-0.46 (u)-0.8 (r)-2.1 (o)-9.6



## Managing non-attendance and supporting student engagement

Where absences are of concern due to their nature or frequency, and a student's attendance has fallen below 90% for a subject, or where a student has had for 10 or more periods of unexcused absence over three consecutive days, Melbourne High School will work collaboratively with parents, the student, and other professionals, where appropriate, to develop strategies to improve attendance, including:

- x establishing an Attendance Student Support Group
- x implementing a Return to School Plan
- x implementing an Individual Education Plan
- x implementing a Student Absence Learning Plan for students who will be absent for an extended period
- x arranging for assistance from relevant staff (SLCs and Wellbeing Team)
- x Redemption of time for unexcused absences.

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,

In situations where a student demonstrates chronic unexcused absences, the following consequences may be applied

- x The student receives a result of N (not satisfactory) for the affected subjects
- x The student is no longer eligible for leadership positions and/or required to vacate any existing leadership positions
- x The student is no longer eligible for camps or interstate or international exchanges/trips
- x Other consequences as determined on a case-by-case basis

For VCE TcF asis r99.56 405

Consultation	School Attendance Officer: March 2022 SLC and Wellbeing Team October- November 2022
Approved by	Dr Anthony Mordini November 2022
Next scheduled review date	November 2026