



Attendance Policy

1.0: Purpose

Kardinia International College believes students need to attend school regularly in order to gain maximum benefit from schooling so as to enable them to reach their full potential.

This policy outlines procedures that will be undertaken to ensure all children of compulsory school-age enrolled at Kardinia International College attend school every day it is open for instruction, as per the Education and Training Reform Act 2006, the Education and Training Reform Regulations 2007 and the Education and Training reform (School Attendance) Regulation 2013.

Children who reside in Victoria are required to meet the national agreed mandatory requirements of attendance to school: children aged between six and seventeen years of age must attend school full time until they complete Year 10.

Students are expected to attend during normal school hours every day unless:

- Valid grounds exist for them to be absent
- Illness, accidents, religious events or obligations and other unforeseeable circumstances are reasonable grounds for an absence

2.0 Acknowledgments

Kardinia International College acknowledges the following:

- Education is a sequential process so absences often mean students miss important stages in the development of their learning
- Absenteeism can contribute significantly to student failure at school
- There are many factors that can affect attendance including school, family and personal factors
- Some students and families may need support to assist attendance to school

3.0 Responsibilities

Student attendance is everyone's concern. It is a shared responsibility between parents and the College.

3.1 Parents / Guardians

Parents and guardians have a responsibility to ensure their children attend school regularly and are only absent under certain circumstances mentioned above in section 1.0. Further, it is their responsibility to provide either a written note or medical certificate or a phone call to the College, explaining the reason for the absence (before the event, the day of the event or when the child returns to school).

Parents / Guardians must inform the College if they intend to take their children out of school for an extended leave and the reasons for this such as family holidays or travel.

3.1 School

Kardinia International College has a duty of care to ensure all students enrolled at the College are in attendance by recording all absences and the reasons for absences, following up any unexplained absences and monitoring and following up on any students identified at risk, including activation of intervention strategies.

4.0: Procedures

4.1 Procedures for daily absences

1. Parents register student absence via automated phone system. They are requested to record
 - the student absences and
 - reason for absence
2. Absence Registrar check voice messages and input the absence into Synergetic including the reason given
3. Teachers mark the roll using Synergetic: Student Attendance Record tab
 - Junior School – 9.10am and 1.40pm daily
 - Senior School – all periods
4. If a student is late, parents sign in their child via the Sign-in Book at SS Student Service or the JS Office desk

Note: In case of internet connection errors and Casual relief teachers, staff will use record absences via hard copies sent to the relevant Absence Registrars:

- Senior School - A pink slip given to the CRT by the Daily Organise
- Junior School – CRT folder Class list

Once returned to the registrars, they are entered into Synergetic.

4.2 Checking Absences

1. Around 9.30am Registrars check to ensure all Tutor and Learning Group class absences have been submitted
2. Registrars send an email to the staff who have not completed the absence check
3. Around 10.00am Registrars check phone voice messages, sign in books and emails from Tutor and Learning Group before sending SMS of any unexplained absences to parents.
4. Once notification from parents have been given any adjustments to the absence register on Synergetic is then made and all followed up

Note: In case of absence in Instrumental Music Lessons, Instrumental Music teachers will occasionally email the Absences mailbox names of students who did not attend instrumental music lessons. Registrars will then notify the student parent of the missed lesson via SMS

4.3 Monitoring Attendance

House Coordinators in the Senior School and Directors in the Junior School will regularly monitor and analyse attendance data so to identify student absence patterns on a school, class and individual basis. Any findings will be followed up with parents and if needed the College Wellbeing Officer maybe called upon to support students and families.

POLICY DATES			
Written / updated	October 2017	Approved by Head of Schools	February 2018
Approved by College Leadership Team:	February 2018	Next Review Due	February 2020