Student Attendance Policy

Introduction

In accordance with the Education and Training Reform Act 2006, children of compulsory school age (six years and up to the age of seventeen years) are required to be in full-time attendance at a government or registered non-government school (unless receiving approved home tuition or correspondence education). In exceptional circumstances, an exemption from school attendance may be granted.

Purpose

This policy outlines the School attendance requirements for all Brighton Grammar School students.

Application

This policy applies to students, staff, parents and guardians of Brighton Grammar School.

Background

Research into school attendance has identified factors that facilitate effectiveness in maintaining student attendance. In this regard Brighton Grammar aims to provide:

- a supportive school environment;
- a curriculum that provides for all students;
- structures and approaches that facilitate the success of all students;
- effective record keeping;
- prompt follow-up of absences;
- close liaison with parents/guardians;
- guidance and support for those with attendance problems; and
- a cooperative community/interagency approach to the area.

Attendance Standards

The School is subject to the following attendance standards:

- Department of Education and Training (DET) attendance requirements for students under the Education and Training Reform Act 2006;
- VCE/VCAL minimum attendance requirements for any student doing a Unit 3 and 4 subject as stipulated by the VCAA; and
- ESOS Act 2000 minimum attendance requirements for Full Fee Paying Overseas Students.

Policy

Student attendance depends on active cooperation between the School, parents/guardians and the student.
Parents
It is the obligation of parents and guardians to inform the School of the reason for a student's absence. Parents/guardians are encouraged to notify the school in advance of any absence, where practicable. Where there is any doubt about the whereabouts of a student, prompt communication will occur with the parents/guardians. Parents of students are to contact the school via the absence phone line on 8591 2295.

Teachers
The roll will be accurately marked twice daily in Junior School and at each period in Middle and Senior Schools. Records are kept of all absences, including lateness in the Student Management System. It is acknowledged that both the roll and any absentee notes are legal documents.

School
Attendance rolls are reviewed by the Senior Administration Officer (School Marshall) and the Heads of School on a daily basis with student attendance rates calculated monthly and included in the OHS Report for the Senior Executive and Governance and Risk Committee. Any unexplained absences are followed up with prompt communication to parents or guardians.

Long term absence due to illness or injury
Where a student is unable to attend School for an extended period of time due to injury or illness, the School will maintain ongoing communication with parents/guardians regarding curriculum activities and events. Where possible, the School will provide a modified School program to assist with recovery.

Permission to Remove Student during Term Time
Where parents/guardians wish to remove their son from class during term time for the purposes of leisure or non-school related activities, permission must be sought in writing from the Head of School or Headmaster. It is expected that where possible, any appointments will be made outside of School hours so as not to disrupt the learning outcomes of students.

Sanctions
At the discretion of the Head of School or Headmaster, prolonged unexplained absences from School may result in sanctions including expulsion.