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|  <p>OAKLEIGH GRAMMAR</p> | <h1>Oakleigh Grammar</h1> | |
| Policy Document Name | Student Attendance | |
| Date Ratified by Board of Management | July 2022_updated June 2023 | |
| Date for Review | July 2025 | |

1. Preamble

The *Education Act* requires that children of school age (six to seventeen years) residing in Victoria to be in full-time attendance at a government or registered non-government school unless formally exempt. Oakleigh Grammar requires post-compulsory aged students to attend school unless a valid reason exists.

Education is a sequential process. Absences often mean students miss important stages in the development of topics, causing them to find ‘catching up’ difficult. Absenteeism hampers educational progress and achievement.

Parents / Guardians have the prime responsibility of ensuring that their children attend School regularly, and are absent only if ill or if absolutely necessary.

Oakleigh Grammar will adhere to any Federal or State Government legislative requirements in regard to School Attendance.

2. Purpose

This policy is directed to maximising student learning opportunities and performance by ensuring that students attend School regularly, and without unnecessary absences.

3. Protocols

1. The Principal has a responsibility to ensure that attendance records are maintained and monitored.
2. Attendance registers are legal documents and are an essential component of the School’s discharge of its duty of care to students.
3. Students’ attendances or absences will be recorded both in the morning and the afternoon by teachers in the Junior School, and in morning Home Group and at the start of each class by teachers in the Middle and Senior Schools. Failure to meet these responsibilities is viewed as a breach of a teacher’s professional responsibility.
4. Parents of absent students are required to telephone or email the School before 9:00am to report the absence. The reason for absence is recorded. Alternatively, parents can report absence by entering the reason directly into the Xuno parent portal.

5. Classroom teachers and Home Group teachers, will be responsible for monitoring and investigating student absences. The Administrative Assistant (Student Services) will alert parents via SMS of absent students if communication from parents is not forthcoming by 9:15am on the day of the absence. They will generate an Attendance Report Summary daily for distribution to all staff. Staff are expected to use this daily summary to check against any unknown absences and report irregularities to the relevant Head of School.
6. **If a student is absent for two days in a week, without explanation**, then it is the responsibility of the Home Group Teacher to contact the family and to advise the relevant Year Level Leader for Middle School and Senior School, or Deputy Principal – Professional Culture and Junior School). The student's other teachers will be subsequently advised by these staff, including if any work requirements are to be made.
7. **If a student is absent for three days in a week, with a known reason** e.g. illness, a courtesy phone call or email, should be made by the Home Group teacher in the interests of pastoral care support.
8. If a student is regularly late to the morning Home Group, in the first instance, this should be followed up by the Home Group teacher and then relevant Year Level Leader for Middle School and Senior School, or Deputy Principal – Professional Culture and Junior School for Junior School.
9. Late arrival must be avoided but, in the case, that a student is not on time they must sign into School at the front office to rectify their attendance record. Failure to do so will result in an alert of absenteeism from the school. If there is a legitimate reason for late arrival, the parent / guardian should notify the school via email or telephone. The unapproved attendance record can then be updated to an approved absence for Home Group and any other classes missed.
10. Year 12 students must sign in and out (with parental permission) at the office after privileges have been granted in Term 1. Year 12's signing out for lunch must use the specific 'Lunch' option at the sign in and out kiosk iPads so as to not affect attendance records.
11. Parent/s must endeavour to arrange appointments for students outside of School hours at all times. If this cannot be avoided and an appointment has been arranged during School hours, parents / guardians should inform the school via email prior to 9:00am on the day of the appointment.
12. On a regular basis each term, the Assistant to the Deputy Principal – Student Wellbeing and Operations will circulate an Attendance Report summary of the week's absences to the Middle School Coordinator and Senior School Coordinator or Deputy Principal – Professional Culture and Junior School for Junior School. They will ensure that unexplained absences are investigated, and that the appropriate authorities are notified of cases of high levels of absenteeism.
13. The Deputy Principal - Professional Culture and Junior School or Year Level Leader will contact parents of students with high levels of unexplained or unapproved absences, to develop and implement strategies to minimise further absences.

14. Aggregated student attendance data is reported to the community as part of the School's annual report.

4. Temporary Absence During Term

The School appreciates the desire of some families to travel during Term dates but recognises this may have adverse effects on children's schooling. Families are therefore urged to minimise the disruption to their children's schooling caused by travel during Term dates.

Teachers are not responsible for providing 'catch up' work in such circumstances, though they will provide details of work covered during a student's absence.

All requests for extended leave are to be submitted on the designated Temporary Absence Form to be acknowledged by the respective Middle School Coordinator, Senior School Coordinator or Deputy Principal – Professional Culture and Junior School before being passed on to the Student Services Administrator for processing on XUNO and then to Admissions to be placed on the student file.

The respective Year Level Leader and Home Group teacher will also be advised.

Appendix:

1. Student Absence Report for year level on Xuno

- Administration
- Under Attendance > Student Absence Report
- Select Year Level
- Custom – Enter dates
- Show