

ATTENDANCE POLICY

Help for non-English speakers

If you need help to understand the information in this policy, please contact Keysborough Secondary College. Phone 03 9798 1877 – Acacia Campus or 03 9546 4144 – Banksia Campus or email at: keysborough.sc@education.vic.gov.au.

PURPOSE

The purpose of this policy is to

ensure all Keysborough Secondary College students of compulsory school age 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 Keysborough Secondary College has in place to

- support, monitor and maintain student attendance
- record, monitor and follow up student absences.
- the need to provide acceptable explanations and/or supporting evidence for non-attendance.

This policy applies to all students at Keysborough 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 Keysbor

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Parents of students who are to be absent are required to telephone the school before 9:00am to report the absence. The absence is then t

Recording absences

For absences where there is no exemption in place, a parent must provide an explanation on each occasion to Keysborough Secondary College.

Parents should notify Keysborough Secondary College of absences by:

contacting the absence line if it is an unplanned absence;

Acacia Campus 03 9549 8510

Banksia Campus 03 9549 8511

contacting the College reception;

Acacia Campus 03 9798 1877

Banksia Campus 03 9561 4144

informing the Year Level Coordinator if it is a planned absence

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, Keysborough Secondary College will notify parents by SMS/push notification message.

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If Keysborough 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 South East Victoria 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 College 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.

RELATED KEYSBOROUGH SECONDARY COLLEGE POLICIES

Assessment and Reporting Policy

Camps and Activities Policy

Curriculum Framework Policy

Digital Learning Policy

Wellbeing and Engagement Policy

RELATED DEPARTMENT OF EDUCATION POLICIES

This policy should be read in conjunction with the policies on the Departmentp (s)-jb1ID 41 B1.2tm(fA)15.2 36d(1.229c)6.3 (0 Tdý.9