

ATTENDANCE

PURPOSE

The purpose of this policy is to

- ensure all children of compulsory school age are enrolled in a registered school and 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 Example School has in place to
 - support, monitor and maintain student attendance
 - record, monitor and follow up student absences.

SCOPE

This policy applies to all students at Carrum Downs 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 Carrum Downs Secondary College, parents and School Attendance Officers under legislation or the School Attendance Guidelines.

DEFINITION

Parent – includes a guardian and every person who has parental responsibility for the child, including parental responsibility under the *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 they do not fall behind both socially and developmentally. School participation maximises life opportunities for children and young people by providing them with education and support networks. School helps people to develop important skills, knowledge and values that set them up for further learning and participation in their community.

Students are expected to attend Carrum Downs Secondary College during normal school hours every day of each term unless:

- there is an approved exemption from school attendance for the student
- the student has a dual enrolment with another school and has only a partial enrolment in Example School, or
- the student is registered for home schooling and has only a partial enrolment in Carrum Downs Secondary College for particular activities.

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

Carrum Downs Secondary College 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, arriving on time and are prepared to learn. Our students are encouraged approach a teacher and seek assistance if there are any issues that are affecting their attendance.

Carrum Downs Secondary College parents are committed to ensuring their child/children attend school on time every day when instruction is offered, to communicating openly with the school and providing valid explanations for any absence.

Parents will communicate with the relevant staff at Carrum Downs Secondary College about any issues affecting their child's attendance and work in partnership with the school to address any concerns.

Parents will provide a reasonable explanation for their child's absence from school and endeavour to schedule family holidays, appointments and other activities outside of school hours.

Supporting and promoting attendance

Carrum Downs Secondary College's *Student Wellbeing and Engagement Policy* supports student attendance.

Recording attendance

Carrum Downs Secondary College must record attendance in every class. This is necessary to:

- meet legislative requirements
- discharge Carrum Downs Secondary College's duty of care for all students
- meet Victorian Curriculum and Assessment Authority requirements for VCE students

Attendance will be recorded by the classroom teacher at the start of each period using Compass.

If students are in attendance at a school approved activity, the teacher in charge of the activity will record them as being present.

Recording absences

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

Parents should notify Carrum Downs Secondary College of absences by contacting the House Support Officer directly by phone, email or Compass.

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, Carrum Downs Secondary College will notify parents by SMS.

If contact cannot be made with the parent (due to incorrect contact details), the school will attempt to make contact with any emergency contact/s nominated on the student's file held by the school, where possible, on the day of the unexplained absence.

Carrum Downs Secondary College will keep a record of the reason given for each absence. The Principal will determine if the explanation provided is a **reasonable excuse** for the purposes of the parent meeting their responsibilities under the *Education Training Reform Act 2006* and the School Attendance Guidelines.

If Carrum Downs Secondary College considers that the parent has provided a **reasonable excuse** for their child's absence the absence will be marked as '**excused absence**'.

If the school determines that no reasonable excuse has been provided, the absence will be marked as '**unexcused absence**'.

The Principal has the discretion to accept a reason given by a parent for a student's absence. The Principal will generally excuse:

- medical and dental appointments, where out of hours appointments are not possible or appropriate
- bereavement or attendance at the funeral of a relative or friend of the student, including a student required to attend Sorry Business
- school refusal, if a plan is in place with the parent to address causes and support the student's return to school
- cultural observance if the parent/carer notifies the school in advance
- family holidays where the parent notifies the school in advance

If no explanation is provided by the parent within 10 school days of an absence, it will be recorded as an 'unexplained absence' and recorded on the student's file.

Parents will be notified if an absence has not been excused.

Managing non-attendance and supporting student engagement

Where absences are of concern due to their nature or frequency, or where a student has been absent for more than five days, Carrum Downs Secondary College will work collaboratively with parents, the student, and other professionals, where appropriate, to develop strategies to improve attendance, including:

- establishing an Attendance Student Support Group
- implementing a Return to School Plan
- implementing an Individual Education Plan
- implementing a Student Absence Learning Plan for students who will be absent for an extended period
- arranging for assistance from relevant Wellbeing or Principal Class members

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,

Referral to School Attendance Officer

If Carrum Downs 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 Region 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 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.

IMPLEMENTATION

- Students are expected to maintain 95% attendance.
- All enrolled students are expected to attend all scheduled classes and activities each day, including whole school sporting events.
- Students arriving to school late are required to sign in with their House Support Officer. Those who are frequently late will be issued with a Punctuality Plan and expected to redeem the time as determined by the House Leader.
- Each teacher is required to mark their class roll on Compass at the start of each period.

- Attendance discrepancy information is returned to the House Support Officer to check the discrepancies and follows up any unapproved absences with the relevant teaching staff.
- House Support Officers will inform the relevant House Leader and/or Wellbeing Leader of students whose attendance is irregular, who has not provided adequate explanation of absences, or whose absences appear unwarranted.
- Students are not permitted to absent themselves from the College any time during the school day.
- Where possible, parents should inform the College in advance of upcoming absences.
- All absences must be explained by a parent/guardian in writing or a phone call and must be *approved* by the principal or their representative.
- Parents must write to the College to seek approval for family holidays or extended absences that are planned during the school term. Approval will be granted based on appropriate conditions being met, including a student support group meeting and the establishment of a Student Absence Learning Plan.
- The principal will advise in writing if an absence has not been approved.

The principal will not excuse absences, where:

- approval had not been sought in advance or in accordance with school policy
- the student was absent due to participating in leisure or social activities without approval
- the conditions of approval have not been met (e.g. Student Absence Learning Plan for a family holiday not completed)
- the parent has provided no explanation for the absences

The principal will not excuse absences such as:

- Birthday celebrations, shopping trips, caring for younger siblings or family friends, music festival or concerts, or where the explanation offered is ‘personal reasons’.
- If the absence is for more than two consecutive days, the note from the parent must be accompanied by a medical certificate.

COMMUNICATION

This policy will be available on Carrum Downs Secondary College’s website <https://cdsc.vic.edu.au/>, so that parents and other members of the school community can easily access information about Carrum Downs Secondary College’s policies and procedures.

MORE INFORMATION AND RESOURCES

- The Department’s Policy and Advisory Library (PAL): [Attendance](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	15 September 2025
Approved by	Chad Ambrose and School Council
Next scheduled review date	15 September 2028