Tarneit Senior College

ATTENDANCE POLICY

Aims:
- To maximise student learning opportunities and performance by ensuring that Tarneit Senior College students attend a minimum of 90% of scheduled class time per unit during a semester. 90% attendance must be seen as a minimum attendance rate. All students should strive for100% attendance.
- Maximise the attendance of all students and support families in achieving regular attendance for their children
- Provide organisational structures which support the early detection and identification of causes of student non-attendance
- Ensure the efficiency and accuracy of data collection for school, legal and audit requirements

Rationale:
We believe that student success is determined by good attendance at school. Students need to attend school regularly in order to participate fully and gain maximum benefit from their schooling. Regular attendance enables students to access a full education, enabling them to reach their full potential. We acknowledge that monitoring of student attendance enables identification of students at risk and the early implementation of intervention strategies.

We also acknowledge our obligation to monitor the legal requirement for all students under seventeen years to attend school, and that we have a duty of care for all students including those over the compulsory school age.

Responsibilities:

Students
- Attend and be punctual for all timetabled classes
- Provide a medical certificate/written note to form group teacher on return to school
- Collect a late pass at the office and provide explanation if late for school
- Discuss with each teacher procedures for catching up on any work missed through lateness or absence

Parents
- Ensure that the student attends and is punctual each school day
- Notify the school (preferably in advance) if a student is to be absent
- Provide written explanation to the school for each student absence on the day of return
- Contact the year level coordinator for assistance if a student is resistant to attending school or will be absent for an extended period of time