



DARAMALAN COLLEGE

ENCOURAGE STUDENT ATTENDANCE POLICY

Rationale

Daramalan College is required under the ACT Education Act to have in place processes for encouraging student attendance. We aim to work with parents/guardians to ensure that students attend school regularly so that each student can achieve the best educational outcomes possible.

Policy

1. Students under 17 years of age are required to attend school on a regular basis unless the parents have applied for and gained an Exemption from the ACT Education Directorate.
2. Should a student be absent from school the parent/guardian must provide an adequate explanation for the absence.
3. Attendance patterns of students will be monitored by House Coordinators and Pastoral Care Advisors and parents/guardians will be contacted regarding any attendance issue of concern.
4. The College will ensure that parents/guardians are well informed through various forms of communication about the importance of regular school attendance and the processes for explaining absences.
5. Should a student develop a poor attendance pattern, the College will implement the following processes to encourage attendance:
 - a. Discussion with the student to ascertain the reason/s for the poor attendance.
 - b. Discussion with parent/s or guardian/s to share concerns about the issue and to determine agreed strategies to improve the student's attendance. Strategies include:
 - i. counselling,
 - ii. requiring medical certificates for absences,
 - iii. sanctions,
 - iv. revised academic programmes.
 - c. Should the above actions be unsuccessful, the College will formally advise the parent/guardian and student (in writing) of the impact that on-going poor attendance may have on the possibility of certification at Year 10 and Year 12 levels as well as their obligations under the Education Act.
 - d. As a last resort, advise the parent/guardian of students under 17 years who stop attending school on a regular basis, that the appropriate officer in the ACT Education Directorate will be notified.
6. The College will maintain records to demonstrate that action has been taken to encourage attendance by each student with an attendance issue.

Procedures

1. The College keeps daily records of attendance. Should a student develop a pattern of poor attendance the House Coordinator or Pastoral Care Advisor will discuss this with the student and the student's parent/guardian in order to achieve a resolution. A plan to encourage attendance will be made, including strategies listed in 5b on previous page.
2. Should the first level of strategies employed to improve the attendance pattern not bring about improvement, an Attendance Notification 1 proforma letter will be sent to the family by the student's House Coordinator or Pastoral Care Advisor and the matter will be referred to the Assistant Principal Pastoral Care who will work with all parties to implement other strategies to encourage attendance. The proforma letter will be edited and personalised to suit the student and their situation. This occurs when 10 or more unexplained absences have occurred within a semester or when the repeated absences do not have medical certificates to explain them.
3. If these actions do not result in improved attendance then the Attendance Notification proforma letter 2 will be sent. This will occur when 20 or more unexplained absences or non-medically certified absences take place. This includes a request to attend a meeting with the Assistant Principal Pastoral Care to make a more formal plan to encourage and improve attendance.
4. Should this meeting not lead to an improvement in attendance then as a last resort the matter will be referred to the Principal who will ensure that all options have been exhausted and who will make a decision about the matter being referred to the ACT Education Directorate. The Principal will also, in consultation with other key staff, make a decision about the awarding of an ACT Year 10 or ACT Senior Secondary Certificate if the student's attendance record be unsatisfactory.
5. Students who undertake approved external programs that impact on attendance at school (e.g. dance or sports programs) will be directed to seek a Partial Exemption Certificate from the ACT Education Directorate.

Approved by:	College Executive
Contact Staff Member:	Assistant Principals Pastoral Care
Audience:	College Community
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