

## 1. Purpose

The purpose of this policy is to outline My College's approach to managing and monitoring student attendance and supervision, in line with the *Education and Training Reform Regulations 2017*, VRQA Minimum Standards, and ISV expectations.

## 2. Scope

Students of school age that reside in Victoria are required to be in full time attendance at a registered school unless they receive approved home tuition or have an exemption from the Regional Director or are enrolled in correspondence education.

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 helps people develop important skills, knowledge and values that set them up for further learning and participation in the community.

## 3. Implementation

To comply with Schedule 4, Clause 10 of the Education and Training Reform Regulations 2017, My College ensures that:

- The daily attendance of each student is monitored and recorded twice daily (morning and afternoon).
- Absences from school or class are promptly identified and investigated.
- Any unexplained absences are followed up on the same day.
- Unsatisfactory attendance is communicated to parents/guardians promptly.
- Accurate attendance records are kept on student files in Compass.
- The school maintains up-to-date contact details for all parents/guardians.

Procedures:

- Rolls are marked using Compass by 9:00 am and again after lunch.
- If a student is absent without explanation by 9:15 am, an SMS is automatically sent to parents.
- Teachers are responsible for accurate roll marking and reporting absences.
- The Wellbeing Coordinator is responsible for monitoring daily attendance reports and identifying patterns of concern.
- For extended absences (e.g. holidays), parents must complete a Holiday Request or Exit Form in advance.

### Chronic Absenteeism and Intervention

Students whose attendance falls below 90% will be reviewed by the wellbeing team. Intervention may include:

- Contact with parents and case meetings
- Student Support Group meetings
- Individual Attendance Plans
- Referral to allied health or external services (if needed)

### Before School Supervision

- Supervision begins at 8:20 am.
- Students arriving before this time must be enrolled in the Before School Program (7:45–8:20 am), a paid and structured service.
- Students not enrolled in the program should not arrive before 8:20 am.

### After School Supervision

- Students must be collected by 3:35 pm.
- Those remaining on school grounds after this time will join the After-School Care Program (3:35–4:00 pm), supervised by educational support staff.
- This is a paid service for all families, excluding staff children.

### General Supervision

- The school ensures student safety through structured before and after school supervision.
- Duty rosters are in place for morning, lunch, recess, and afternoon duties.
- Parents are informed of supervision times and encouraged to drop off/pick up children within those periods.

### Data Management and Privacy

- All attendance data, parent contact information, and student absentee records are stored in Compass.
- These are accessible only to relevant staff (administration, student services, leadership) and are kept in accordance with privacy laws and My College's confidentiality policy.

## **4.Roles & Responsibilities**

Students & Families	Families will ensure students attend school regularly, provide teachers with or contact the office explaining each absence
Classroom/Homeroom Teachers	Marks attendance rolls twice daily, follows up unexplained absences, notifies leadership of attendance concerns
Administration Staff	Manage Compass alerts, maintains contact details, manages attendance records and archive
Wellbeing Coordinator	Monitors chronic absenteeism, initiates support/interventions
Principal	Oversee policy compliance and attendance trends

## **5.Related Policies & Legislation**

Duty of Care Policy  
Child Safety Policy

Children, Youth & Families Act 2005  
Education and Training Reform Act 2006  
Victorian Institute of Teaching Act 2001

## **6.Communication**

This policy will be made available on the school's website and will be shared through regular community statements and other internal communications.

## **7.Policy Review**

Approved by: Principal and School Board, April 2025  
Next review: April 2027