



## Purpose

In accordance with the [Education Training and Reform Act 2006 \(Vic.\)](#) (the Act) and the [Education and Training Reform Regulations 2017 \(Vic.\)](#), school attendance is compulsory for children and young people aged from 6 to 17 years unless an exemption from attendance has been granted for absence and [Exemption from School Attendance or Enrolment](#), Department of Education and Training (DET), 2021.

Whilst ensuring student attendance at Emmaus College is a legal obligation of parents/guardians/carers, supporting students to attend the College daily is the shared responsibility of all parents/guardians/carers, students, the College and the wider community.

College attendance is important as it maximises life opportunities for children and young people by providing them with education and support networks. Positive engagement with schooling enhances academic and wellbeing outcomes for children and young people ([eXcel: Wellbeing for learning in Catholic school communities](#)). Attending College every school day for the whole day enables students to participate in the College's educational program as well as develop their social skills. Regular attendance enables the school to:

- plan an organised educational program that is delivered in a consistent way and has continuity
- facilitate shared student learning experiences that support the educational program
- monitor student progress and adjust the educational program to meet student needs. The College maintains attendance records, identify and follow up unexplained absences and develop procedures to support and maintain student attendance.

## Scope

Details and procedure within this policy are applicable to schools and students enrolled in a Melbourne Archdiocese Catholic School (MACS).

The College must have documented procedures for monitoring school attendance.

Principals should contact the MACS Regional General Manager for assistance in addressing complex attendance and exemption matters.

## Definitions

### Attendance

A student is considered to be in attendance at the College when onsite and/or involved in an offsite curriculum program or other activity organised by the school (for example an excursion or camp). A student is considered to be in attendance when the student is engaged in a re-engagement program or another school part time to make up full time attendance and the College or settings have agreed the time fractions, allocation of funding (if appropriate) and the student's Personalised Learning Plan.

## Parent/guardian/carer

Includes a guardian/carer and every person, who has parental responsibility for the child including parental responsibility under the *Family Law Act 1975 (Cwlth)* and any person with whom a child normally or regularly resides.

## Unexplained or unapproved absences

The Principal can approve or not approve any absence, based on the requirements of the *Education and Training Reform Act 2006 (Vic)*, the College policy or on a case-by-case basis.

The Act provides some examples of what a reasonable excuse is for the purposes of explaining the College absences and includes, amongst other considerations:

- Illnesses and accidents
- Unforeseen and unexplained circumstances
- If the absence was a result of complying with another law
- The student is receiving distance education through a registered school
- The student is undertaking approved education, training and/or employment
- The student has been suspended or negotiated transfer/expelled
- The student is attending or observing a religious event or obligation.

## Unexplained Absence

The Principal will record an absence as unexplained if no explanation about the absence is given to the College by the parent/guardian/carer of the student.

If the parent/guardian/carer does not contact the College to provide an explanation on the day of the student absence, the College must attempt to contact the parent or legal guardian either by phone or in writing and seek a clarification for the absence.

If no contact can be made with the parent/guardian/carer of the student within 10 days, the absence will be recorded as an unexplained absence and a noted will be made in the student's file. A parent/guardian/carer can contact the Principal at any time after the recorded absence to provide an explanation.

## Unapproved Absence

In general, the Principal may record an absence as unapproved when no reasonable explanation has been given for the student's absence. If a reason is given for a student absence is not approved by the Principal then the College will notify the parent/guardian/carer in writing.

## Exemption

The *Education and Training Reform Act 2006 (Vic)* allows exemptions from College attendance and enrolment to be granted in certain circumstances, where the student:

- will be participating in approved education or training, or employment, or both, on a full-time basis
- is employed or seeking employment during College hours in the entertainment industry.

An exemption from College attendance and enrolment may be granted also where leaving the College is in the best interests of the student.

All applications for exemptions are considered on a case-by-case basis, with the student's best interests as the guiding principle for decision-making. In making a decision, the potential benefits or negative consequences of granting the exemption to the student's educational progress, wellbeing and

A student must continue attending school until an exemption is granted.

Note: No exemption is required if a student is not of compulsory school age (six to 17 years of age).

Exemptions, including written approval for student attendance and enrolment to be exempt or reduced to less than full time, can only be authorised by the MACS Regional General Manager in conjunction with the school Principal.

Refer to the Department of Education and Training (DET) [Exemption from school attendance and enrolment](#) guidance for further information.

### School Attendance Officers

In the context of attendance, DET School Attendance Officers are empowered through the Act to issue School Attendance Notices, School Enrolment Notices and Infringement Notices.

Refer to DET [Infringement notices](#) guidance for further information.

## Principles and Procedures

The College must maintain attendance records, identify and follow up unexplained absences and develop procedures to support and maintain student attendance.

The College must have documented procedures for monitoring and recording attendance. The College must record student attendance in every class and must record, in writing, the reason given for each absence. This is necessary to meet legislative requirements, discharge schools' duty of care for all students, and meet Victorian Curriculum and Assessment Authority (VCAA) requirements (for VCE students). The College must ensure its system for recording student attendance meets the requirements above.

Principals should contact their MACS Regional General Manager for assistance in addressing complex attendance and exemption matters.

## Responsibilities for school attendance

### Parent/guardian/carer

Parents/guardians must enrol a child of compulsory school age at a registered school and ensure the child attends at all times when the school is open for instruction, unless exemption from attendance has been granted, or the student is [registered for home schooling](#) and has partial enrolment. For absences where there is no exemption in place, the parent/guardian must provide an explanation promptly on each occasion to the College.

### Students

Students are expected to attend the school in which they are enrolled during normal school hours every day of term, unless there is an approved exemption from College attendance for the student, or the student is registered for home schooling and has partial enrolment.

### Principal

The Principal must ensure:

- the College has an attendance policy
- attendance records are maintained – daily attendance of each student enrolled at the College is recorded for every class and that records are kept in accordance with applicable record keeping standards, including the Public Record Office Victoria Record keeping Standards

- any absences of a student from the College including classes, are identified
- reasons for each student's absence are provided and recorded in writing
- explanations for absences that are provided, are a reasonable excuse for the purposes of their responsibilities under the Act
- follow up any unexplained absences of a student by contacting the parent/guardian/carer of the student as soon as practicable on the same day
- parents/guardians/carers are notified promptly regarding a student's unsatisfactory College or class attendance. If, upon being notified of the student's absence or contacted to seek an explanation, a parent/guardian/carer reports their child was not living with them on that day, the College should ensure they notify another parent/guardian/carer, who was responsible for ensuring the student attended the College on the relevant day/s
- if contact cannot be made with the parent, contact should be made with the emergency contact/s nominated on the student's file held by the College
- information regarding a student's unsatisfactory attendance at school or classes is recorded on their student file
- parents/guardians/carers are informed of their responsibilities around attendance
- initiatives are implemented, which aim to promote parental/guardian/carer awareness of the importance of children attending school every day
- attendance improvement strategies, interventions and levels of adjustment are implemented where the absence is having a significant impact on a student's educational achievement and development, which may include Attendance Student Support Group, Personalised Learning Plan, Student Absence Learning Plan and Return to College Plan
- strategies are implemented for supporting attendance of students in out-of-home care, experiencing homelessness, Aboriginal and Torres Strait Islander (ATSI) families, overseas students, students with disabilities, students with cultural and linguistically diverse backgrounds and newly arrived families
- the MACS Regional General Manager is advised prior a referral to a DET School Attendance Officer when a student has been absent from the College on at least five full days in the previous 12 months without a reasonable excuse for absence
  - refer to the Every Day Counts flowchart on the CEVN webpage:  
<https://cevn.cecv.catholic.edu.au/Melb/Student-Support/Attendance>
- implementation of referral processes to Child FIRST or Child Protection, MACS and the DET School Attendance Officer where required.
  - refer to Child Protection and Child Safe Standards (PROTECT).

## References

- Department of Education and Training (Vic). 2021. [School attendance guidelines](#)
- Department of Education and Training (Vic). 2020. [Exemption from School Attendance or Enrolment](#)
- Department of Education and Training (Vic). 2020. [Seven attendance improvement strategies](#)
- [Education and Training Reform Act 2006 \(Vic.\)](#)
- [Education and Training Reform Regulations 2017 \(Vic.\)](#)

## Resources

Department of Education and Training (Vic). 2021. Effective Schools are Engaging Schools: Student Engagement Policy Guidelines

Attendance – 'Every Day Counts' on the CEVN website:  
<https://cevn.cecv.catholic.edu.au/Melb/Student-Support/Attendance>

[Public Record Office Victoria Recordkeeping Standards](#)

## Related policies

- Emmaus College Enrolment Policy
- Student Behaviour Policy
- Anti-Bullying Policy (including cyberbullying)
- Emmaus College Duty of Care Guidelines

Responsible director	Director, Learning and Regional Services
Policy owner	General Manager, Student Wellbeing
Approving body/individual	MACS Board
Approval date	13 April 2022
Risk rating	High
Date of next review	April 2023

POLICY DATABASE INFORMATION	
Related documents	Emmaus College Enrolment Policy Student Behaviour Policy Anti-bullying Policy (including cyberbullying) Duty of Care Guidelines
Superseded documents	Attendance Policy – v1.0 - 2021