

Student Absence

Guidelines for Emmaus College



These guidelines are to be used in conjunction with the [Attendance Policy for MACS Schools](#) and [Responding to School Absences Process](#). As with all absences, they are recorded at the College Principal's discretion, considering the circumstances of the child and their family and balancing the legislated requirements for recording attendance in accordance with the [Education Training and Reform Act 2006 \(Vic.\)](#) (the Act) and the [Education and Training Reform Regulations 2017 \(Vic.\)](#).

1. A student, who is participating in one of the following activities, must be recorded as not physically present at the College site, but will not be considered absent from College:

	Reason	A student will not be considered absent:	Parent/ carer approval	College to confirm authenticity	Acceptable reason	General advice for the College Principal	Follow up required
1.1	College Activity	When they are participating in an authorised activity for College purposes. The activity may be off College grounds. Activities may include students performing in the College choir, band or dance group, students participating in a youth parliament or council or a student undertaking community service.	Yes	N/A	Yes	Attendance to be taken as per normal College day	N/A
1.2	Excursion	When they are participating in an excursion, which occurs outside the College grounds and is conducted, organised and/or approved by the College. Excursions could include part-day, day	Yes	N/A	Yes	As above	N/A

	Reason	A student will not be considered absent:	Parent/ carer approval	College to confirm authenticity	Acceptable reason	General advice for the College Principal	Follow up required
		or multi-day class visits to venues outside the College or College camps.					
1.3	Off-campus educational activity	If they are participating in an authorised activity that is away from the College campus. These activities may include flexible arrangements, attendance at a TAFE or other training provider course, or participation in a College-based apprenticeship or traineeship. These activities will be regular and ongoing in nature.	Yes	N/A	Yes	As above	N/A
1.4	Approved remote learning	If they are attending College remotely via a model of remote learning that has been authorised by the MACS Director Learning and Regional Services.	Yes	N/A	Yes	As above	N/A
1.5	Natural disaster	If they are unable to attend College due to an extreme weather event or other natural disaster. This code may be used whether or not the student is continuing with schoolwork while absent from College and may be used for full or part-day absences.	Yes	N/A	Yes	N/A	N/A
1.6	Sports or arts competition	When they are representing the College, district, region, state or country at a sporting event or arts event, approved by the College.	Yes	N/A	Yes	Attendance to be taken as per normal College day	N/A
1.7	Work experience	When they are participating in a work experience program approved and organised by	Yes	N/A	Yes	Specific attendance	N/A

	Reason	A student will not be considered absent:	Parent/ carer approval	College to confirm authenticity	Acceptable reason	General advice for the College Principal	Follow up required
		the College. Work experience programs are available for students 14 years or older. The College must ensure the appropriate work experience agreements have been completed before students undertake work experience.				procedure to be in place for all work experience	

2. Approved absence:

In the following circumstances, absences will be considered reasonable where an explanation has been given:

	Reason	It is reasonable for a student to be absent from College	Parent/ carer approval	College to confirm authenticity	Acceptable reason	General advice for the College Principal	Follow up required
2.1	Illness	When they are genuinely too ill to attend. On any single day of absence due to illness, or within two days of the student's return to College, a parent/guardian/carer should provide the College with an explanation for the absence, in line with the College's agreed procedures for notifying of student absence. This may take the form of a written explanation note containing the student's name, date/s of absences and reason for	Yes	No	Yes	If a child is absent for a period longer than 10 consecutive school days, the Regional General Manager (or delegate) has	No

	Reason	It is reasonable for a student to be absent from College	Parent/ carer approval	College to confirm authenticity	Acceptable reason	General advice for the College Principal	Follow up required
		absence, a verbal explanation through either a phone call or visit to the College, or a medical certificate.				the power to grant an exemption.	
2.2	Infectious or contagious disease	If the child is, or is a member of a class of persons, that is subject to a direction or order given about an infectious or contagious disease or condition. A parent/guardian/carer should provide the College with an explanation for the absence, in line with the College's agreed processes for notifying of student absence.	Yes	No	Yes	N/A	No
2.3	Medical /dental/allied health treatments or procedures	To attend a medical /dental /allied health appointment that cannot be made outside College hours. This should be documented through the provision of a written or verbal explanation from a parent/guardian/carer.	Yes	Yes	Requires College Principal approval	Approve at the College Principal's discretion if appointments cannot be made outside College hours or are ongoing	No, unless absences become excessive
2.4	Sport	To attend external sports events, at the College Principal's discretion. The College Principal should use their professional judgement to determine if it is reasonable for a student to be absent from College to participate in a sporting event where they are not representing the College, district,	Yes	Yes	Requires College Principal approval	Approve at the College Principal's discretion	No

	Reason	It is reasonable for a student to be absent from College	Parent/ carer approval	College to confirm authenticity	Acceptable reason	General advice for the College Principal	Follow up required
		region, state or nation, taking into consideration the type of event and the organising sporting body.					
2.5	Suspension	<p>If the student has been suspended; the following applies:</p> <ul style="list-style-type: none"> • if a student is suspended for five days or less the College Principal must take reasonable steps to ensure the student is given schoolwork to complete during the suspension • if a student is suspended for more than five days, the College Principal must arrange for the student's access to an educational program that allows the student to continue with their educational program during the suspension • if the student is suspended with a recommendation for negotiated transfer or expulsion, the principal must arrange for the student's access to an educational program that allows the student to continue with their educational program during the suspension. 	Yes	N/A	Yes	See notes	Yes, as per suspension guidelines
2.6	Apprentice or trainee	If an arrangement has been made through the VCE Vocational Major or Victorian Pathways	Yes	Yes	Yes	N/A	No

	Reason	It is reasonable for a student to be absent from College	Parent/ carer approval	College to confirm authenticity	Acceptable reason	General advice for the College Principal	Follow up required
		Certificate (VPC) or a vocational education and training program (VET).					
2.7	Bereavement	<p>Attendance at a funeral or to attend to Sorry Business or Sorry meetings may be considered as a reasonable explanation for absence. Parents/guardians/carers should be encouraged to ensure their child misses as little school as possible.</p> <p>There may be circumstances also where a child is kept out of College due to grief of a close family member. In such circumstances, the College should work with families to encourage them to have the child attend College to maintain a sense of normalcy. These situations should be handled with respect and sensitivity and should be underpinned by the interests of the child.</p>	Yes	Yes	Requires College Principal approval	Approve	Offer and provide support as required
2.8	Legal	Where the child is required to attend court or fulfil other legal requirements.	Yes	No	Yes	N/A	No, unless absences become excessive. Offer and provide support as required.

	Reason	It is reasonable for a student to be absent from College	Parent/ carer approval	College to confirm authenticity	Acceptable reason	General advice for the College Principal	Follow up required
2.9	Holiday	<p>When attending a family holiday, at the College Principal's discretion. The College Principal should use their professional judgement in determining whether a holiday is a reasonable explanation for a student absence, taking into consideration family circumstances, distance to be travelled, length and frequency of holidays. The College Principal should use their professional judgement in determining whether a holiday is a reasonable explanation for a student's absence, taking into consideration family circumstances, distance to be travelled, and length and frequency of holidays. The College Principal has the delegated power to grant an exemption from the requirement of attendance at College where the exemption will apply for less than one College year.</p> <p>Parents/guardians/carers should be encouraged to plan holidays for students during gazetted College holiday periods and pupil free days. Parents/guardians/carers should be encouraged to plan holidays for students during gazetted College holiday periods and pupil-free days.</p>	Yes	Yes	Requires College Principal approval	Approve if notice is given in advance as per College policy	Student Absence Plan developed as per school policy

	Reason	It is reasonable for a student to be absent from College	Parent/ carer approval	College to confirm authenticity	Acceptable reason	General advice for the College Principal	Follow up required
2.10	Religious or Cultural Observance	When the child is required to take part in a recognised religious or cultural observance.	Yes	No	Requires College Principal approval	Approve at College Principal's discretion if notice is given in advance	No
2.11	Family Violence	If a student or family member has disclosed, that they are experiencing family violence, or a staff member has been made aware by authorities or external support agencies that are assisting the family.	Yes - also see notes re: external notification	Yes	Yes	Approve, see notes re: notification	Yes, if possible, to ensure safety and offer support
2.12	Caregiving	If a student is a recognised young carer. *A carer is an agreed role the student has taken on as a necessity in their household, not to be used for one off babysitting or similar duties.	Yes	Yes	Requires College Principal approval	Approve at College Principal's discretion if discussed prior and education support in place	Yes, to ensure educational wellbeing support
2.13	Other	This code is only to be used at the College Principals' discretion where the reason does not meet above criteria, however, the College Principal has approved the absence. There must	Yes	N/A	Requires College Principal approval	Approve at College Principal's discretion	As advised by College Principal/As advised by

	Reason	It is reasonable for a student to be absent from College	Parent/ carer approval	College to confirm authenticity	Acceptable reason	General advice for the College Principal	Follow up required
		be a record of why the College Principal has permitted the absence.					the College Principal

3. Unapproved absence:

The following circumstances will be considered absences for which there is NOT a reasonable explanation given:

	Reason	It is NOT reasonable for a student to be absent from school:	General advice for the College Principal	Follow up required
3.1	Unexplained absence	When no explanation for a student absence has been offered to the College, within 10 days, by the parent/guardian/carer, or the student if they are living independently. When no explanation for a student's absence has been offered to the College, within 10 days, by the parent/guardian/carer, or the student if they are living independently.	The College Principal must ensure school-based procedures follow the MACS Responding to Absences Process, prioritising the safety of the student	Yes, refer to Responding to Absences Process
3.2	Leisure activities	When undertaking a leisure activity such as shopping, celebrating birthdays or visiting friends and relatives.	These activities should not be approved during College hours, see 2.9 for advice on holidays	Monitor for patterns
3.3	Any other reason for absence	The College Principal should use their professional judgement in determining whether other reasons given by the parent/guardian/carer, or the student if they are living independently, are reasonable explanations for a student's absence. If the reason given is not a reasonable explanation the College Principal should document the decision and record the student as absent.	If the reason does not align with the approved reasons above, the College Principal should use discretion and inform the students parent/ guardian/ carer that their reason for absence is NOT APPROVED and will be recorded as such	Monitor for patterns

Approving authority	Director, Learning and Regional Services
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Approval date	21 September 2023
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