



## Attendance Policy

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### Preamble

Mill Park Secondary College recognises that one of the crucial factors to student success is good attendance at school. Students who attend school regularly build more positive relationships with both their peers and teachers and are less likely to become early school leavers.

Students of school age (6 – 17 years) who reside in Victoria are required to be in full time attendance at school unless they are receiving approved home tuition, have shared enrolment with a specialist setting, have received an exemption from the Regional Director or are enrolled in correspondence education.

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### Aims

- To maximise learning opportunities by ensuring student absenteeism is kept to a minimum.
  - To support families in achieving regular attendance for their children.
  - To support staff in monitoring and following up all student absences.
  - To put in place agreed processes for managing student absences within the school.
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### Implementation

1. The roles and responsibilities of all stakeholders will be outlined and communicated across the College community
  2. All students are expected to maintain high attendance rates each semester.
  3. Students completing VCE Units 1 & 2 and Units 3 & 4 must have 90% attendance in each subject and complete all subject specific requirements to receive 'satisfactory' result for their outcomes. Exceptions may include the student having a medical certificate, Special Provision or exceptional circumstances. Should a student's attendance fall below 90% the College may assign an 'N' for one or more outcomes.
  4. Accurate record keeping will be maintained and readily available and data analysis will occur.
  5. A range of responses to low levels of student attendance will be implemented.
  6. Attendance processes and practices will be reviewed regularly with a view to fine-tuning strategies and identifying targets for improvement.
  7. Senior students sign the VCE and VCAL Student Personal Details form, agreeing to abide by all VCAA and school based policies.
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### Related Documents

- Student Engagement and Well Being Policy
  - Student Engagement and Well Being Guidelines
  - Positive Relationships Policy
  - Attendance Policy Implementation Guidelines
  - VCE and VCAL Student Pastoral Details Form
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### External Links

DET Victoria – School Attendance Guidelines

<http://www.education.vic.gov.au/school/principals/participation/Pages/attendance.aspx>

DET Victoria – Student Engagement and Inclusion Guidance

<http://www.education.vic.gov.au/school/principals/participation/Pages/studentengagementguidance.aspx>

DET Victoria – Every Day Counts

<http://www.education.vic.gov.au/school/principals/participation/Pages/everyday.aspx>

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### Ratified Date

This Policy was ratified by School Council 19 June 2018

### Review Date

This policy will be reviewed as part of the College's three year review cycle

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