



Leibler Yavneh College Attendance Policy

Rationale

Leibler Yavneh College encourages students to achieve to the best of their abilities. Therefore, it is expected that all students take full advantage of their educational opportunities and attend all lessons including Tefillah, activities and special days. This promotes student engagement and connection with the College.

Policy

In accordance with the Education and Training Reform Act 2006, schooling is compulsory for children and young people aged from 6 – 17 years unless an exemption has been granted. Parents/guardians must enrol a child of compulsory school age at a registered school and ensure the child attends school at all times when the school is open for instruction. Students of Leibler Yavneh College are expected to attend school and all school activities during school hours every day of each term, unless there is an approved exemption from school attendance.

For absences where there is no exemption in place, the parent/guardian must promptly provide an explanation to the College on each occasion.

Students are responsible for any missed work and must seek information concerning catch-up requirements.

Approved Absences include:

- Absences covered by a medical certificate
- A student being sent home sick from school
- Bereavement/Family matters
- Attendance at a medical appointment, including dentist.
- Approved School excursion or sporting event.
- Leave of absence approved by College Principal – absences that extend beyond five days of schooling must be written to the College Principal in advance of the requested leave. Such requests may include family holidays, visiting relatives overseas etc.
- Notification by phone, email or a signed note by the parent/guardian explaining the reason for the absence (illness, family matters, etc.)

For students in VCE, the VCAA guidelines for attendance will be adhered to.

Implementation in the Primary School

- Parents/Guardians of absent students are required to provide authorisation either in writing or by phone, detailing the reason/s for their child's absence and must provide it to their General Studies teacher or Primary Office.
- If parents/ guardians do not authorise their child's absence, the student will be marked as 'absent - unexplained'.
- Attendance will be monitored by teachers and the Head of Primary. They will also contact parents as appropriate.

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Implementation in the Secondary School

- Parents/Guardians of absent students are required to provide authorisation either in writing or by phone, detailing the reason/s for their child's absence and must provide it to the Head of Year or Secondary Office.
- Students who bring a note signed by a parent/guardian that does not provide a suitable reason for their absence will be marked as 'absent - unexplained'. The school reserves the right to determine what is considered a satisfactory reason.
- Students in Years 11 – 12 are expected to maintain a 100% attendance rate for each subject.
- A parent or guardian of a VCE student who is absent or will be absent for School Assessed Coursework (SAC) must notify the Heads of Year prior to the scheduled SAC. Non-attendance at school on the day of a SAC requires a medical certificate in order for the student to be able to undertake the SAC at a later date.
- Once attendance drops below 90% for a semester, VCE/VCAL students will be unable to satisfy the requirements of the subjects/courses even if the absences have been approved. Students may be deemed not to have attended sufficient classes to allow teachers to verify satisfactory understanding of the outcomes, irrespective of special provision and are at risk of receiving an N for their Unit.
- Heads of Year will monitor absences and meet with students when their absences become a concern. They will also contact with parents as appropriate.

Signing Out

- Students who leave the College for an approved appointment or activity must have a signed note or email from their parents to seek approval. When leaving the College, they must sign out.
- If the student returns, they must sign back in.

Unexplained Absence

- Students marked 'absent - unexplained' for any lesson during the day will be contacted via email (both parents and student) to inform them of the absence. The student will be issued with an afterschool detention.
- Students who persist in their absence (2 or more absences) will receive a further afterschool detention and will be required to meet with their Head of Year to discuss their progress.
- Students who persist further in their absence (3 or more absences) will be required to attend a parent meeting with the Head of Year.
- Further absences will require a parent meeting with the Head of Secondary school.

Requirements for Communicating Student Absences

When parents/guardians know their child will be absent from school, they should email absentees@yavneh.vic.edu.au and;

1. Identify themselves as the parent/guardian of the student
2. Advise the name and Year Level of the student
3. Advise the reason for the absence and the expected length of the absence. (A follow-up note may be required.)

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