



LEIBLER
YAVNEH
COLLEGE

ATTENDANCE AND PUNCTUALITY POLICY

תורה ומדע

ציונות

דרך ארץ

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Contents

1 Purpose and Rationale.....	3
Rationale.....	3
Every Day Counts	3
On Time, Every Time	3
Legal Requirements	3
2 Attendance Expectations.....	3
Attending Every Day	3
Missed Work	4
Planned Absences and Holidays	4
Monitoring Attendance	4
3 Absences.....	4
Reporting an Absence.....	4
Approved Absences	4
Unexplained Absences	5
Unsatisfactory Attendance	5
4 Punctuality	5
Being on Time.....	5
Recording Late Arrivals.....	5
Primary School.....	5
Secondary School.....	5
Support for Families	6
5 During the School Day	6
Signing Out	6
Missing Lessons (Truancy)	6
6 Attendance in Years 11 and 12.....	7
Class Attendance Requirements.....	7
Tefillah and Jewish Studies.....	7
Other Absences from Class	7
Consequences for VCE Results.....	7

1 Purpose and Rationale

Rationale

Leibler Yavneh College encourages students to achieve to the best of their abilities. We therefore expect all students to take full advantage of their educational opportunities and attend all lessons, including Tefillah and Jewish Studies, as well as activities, events and special days. Regular attendance promotes student engagement and connection with the College.

Knowing which students are present at school each day is also integral to our duty of care and to keeping every student safe.

Every Day Counts

Learning happens in the classroom, in real time. Each lesson builds on the one before, and once a lesson has been taught, the moment has passed. It is a little like going to the movies: if you miss the session, you miss the movie. The film is screened at its scheduled time, not again later just for you.

Catching up on missed learning is genuinely hard, and our teachers are not expected to re-teach lessons that a student has missed. Being at school, on time, every day is first and foremost the **student's responsibility**, and we ask parents to support their children in meeting it.

On Time, Every Time

As a frum school, we begin every day with davening. Tefillah is an integral part of our ethos and our Jewish practice, and every student is expected to be there, on time, from the very first moment.

Arriving on time sets students up for a good day. The start of the day is when teachers outline the day ahead, connect with their students and get them ready to learn. A student who arrives late starts the day on the back foot, missing important information and spending the rest of the day trying to catch up. Lateness also adds stress and can affect a child's sense of belonging.

Being punctual shows respect for others and for the College's schedules, and it is a habit that matters well beyond school. In the workplace and in life, people are expected to be on time, and excuses rarely count for much. That is why we hold students **accountable** for their punctuality, just as we do for their attendance.

Legal Requirements

Under the Education and Training Reform Act 2006, schooling is compulsory for children and young people aged 6 to 17, 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.

2 Attendance Expectations

Attending Every Day

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.

Missed Work

Students are responsible for any work they miss, and must find out what was covered and what catch-up is required.

Planned Absences and Holidays

Student outcomes are best when students are at school with minimal disruption to their attendance. When families plan trips overseas, holidays or similar, we ask that these be planned mindfully and, wherever possible, during school holidays.

The College is not required to provide instruction or work while a student is away for these absences, and will not provide catch-up lessons on their return.

Monitoring Attendance

The College monitors student attendance. Where attendance concerns are not resolved, the College will work with the student, their parents/guardians and relevant external agencies to support the student in attending school.

3 Absences

Reporting an Absence

Parents/guardians must let the College know about every absence by entering an **Attendance Note on Compass** as soon as practicable, including the reason for the absence. Where there is no exemption in place, an explanation must be provided promptly on each occasion.

Please note: the absentees@yavneh.vic.edu.au email address is no longer in use. All absences must be recorded on Compass.

Where a parent/guardian has not provided a suitable reason, the absence will be marked as "absent – unexplained". The College reserves the right to determine what is considered a satisfactory reason.

Approved Absences

Approved absences include:

- absences covered by a medical certificate
- a student being sent home sick from school
- bereavement or family matters
- attendance at a medical appointment, including the dentist
- an approved school excursion or sporting event
- leave of absence approved by the College Principal.

Requests for absences of more than five school days, such as family holidays or visiting relatives overseas, must be made in writing to the College Principal before the requested leave.

Unexplained Absences

School	Follow-up
Primary School	The Primary Administration Office monitors absences and follows up unexplained absences on the day of the absence.
Secondary School	Heads of Year monitor absences and follow up unexplained absences on the day of the absence.

Unsatisfactory Attendance

Heads of Year in the Secondary School, and the Head and Deputy Head of Primary, will notify parents/guardians of unsatisfactory attendance.

4 Punctuality

Being on Time

Students must arrive at school, Tefillah, every lesson and every school activity on time. A student is late if they arrive after the scheduled start time.

Recording Late Arrivals

Students who arrive late to school, Tefillah or a lesson are marked as "late – unexplained". If a parent/guardian enters an **Attendance Note on Compass** on the day of the late arrival, giving a valid reason, the student is marked as "late – explained".

The College reserves the right to determine what is considered a satisfactory reason.

Primary School

- Roll call is at 8:20am. Students who arrive after roll call must collect a late slip from the Primary Office before going to class.
- Classroom teachers monitor punctuality and contact parents/guardians when a student is repeatedly late.
- Where lateness continues, parents/guardians meet with the Primary Leadership Team to agree on a plan to improve the student's punctuality. Consequences may apply in line with the Tahalich for Behaviour.

Secondary School

Late to school: students who arrive after 8:15am are late and must sign in at the Compass Kiosk at the Nagle Avenue gate to receive a late slip.

Late to class: students must be on time to every lesson. For lessons straight after recess or lunch, students who arrive after the start time are marked "late – unexplained". Between back-to-back lessons, students have five minutes to move between classes, after which they are marked "late – unexplained". If the teacher decides the late arrival is justified, the student is marked present.

Repeated lateness is followed up as follows:

- 1 The Head of Year monitors punctuality and follows up with the student through conversations, meetings or parent contact. Detentions or other consequences may apply in line with the Tahalich for Behaviour.
- 2 If lateness continues, the student, parents/guardians and Head of Year meet to agree on a plan to improve punctuality. Further consequences may apply.
- 3 If the matter is still unresolved, the student and parents/guardians are required to meet with the Head of Secondary School.

Support for Families

We recognise that some students and families may need extra support with punctuality. In these cases, we will work closely with the family and involve our pastoral care and wellbeing team.

5 During the School Day

Signing Out

- Students who leave the College for an approved appointment or activity must have a signed note or email from their parents, or an Attendance Note on Compass, giving the reason for leaving.
- Secondary students must sign out via the Secondary Office when leaving the College.
- Students who return to campus must sign back in.

Missing Lessons (Truancy)

A student who has been at school but is then marked absent without explanation for any lesson will be followed up as follows:

- 1 Parents and the student are contacted by email about the absence. The student may be given an after-school detention.
- 2 If unexplained absences continue, the student meets with their Head of Year to discuss their progress, and further consequences may apply.
- 3 If they continue further, parents are required to attend a meeting with the Head of Year, and further consequences may apply.
- 4 Any further absences require a parent meeting with the Head of Secondary School or the College Principal.

6 Attendance in Years 11 and 12

Class Attendance Requirements

Leibler Yavneh College's VCE students must attend **100% of their scheduled classes**, including Jewish Studies and VCE subjects. All Year 11 and 12 teachers keep an accurate record of class attendance, in addition to whole-school attendance records.

Any missed class is counted as an unexcused absence unless the student has a medical certificate, or a note from a parent/guardian, showing that the student was unfit for school that day or needed to attend an unavoidable medical appointment.

Tefillah and Jewish Studies

The College's default position is that students do not miss any Tefillah or Jewish Studies lessons. Students who need to miss a Jewish Studies lesson must email Rabbi Cowen for permission to be signed out. The only exceptions are when a student is:

- attending a VET subject, or
- attending a VCAA externally assessed performance examination.

Other Absences from Class

If a student expects to be absent from a lesson for any other reason, they must seek special leave in writing from their Head of Year, in advance wherever possible.

It is the student's responsibility to find out what work was covered and set during their absence, and to complete all required work.

Consequences for VCE Results

Students need to attend enough class time to complete their work. Students who do not meet the attendance requirements, and who do not qualify for an excused absence, may be given an "N" (not satisfactory) for the VCE unit. Please refer to the College VCE Handbook for more information.