

Student Attendance Policy

Rationale:

The Mac.Robertson Girls' High School (Mac.Rob) is a senior learning environment in which all students are expected to understand and appreciate their responsibilities towards maximising their own learning and supporting the rights of other individuals to be able to maximise their learning experience. Attendance at school and in all lessons is one of the fundamentals for successful learning.

It is a legal requirement that any absence from class or planned educational activity, either for part or whole of the session, be accounted for or acknowledged by the parent or legal guardian. It is the responsibility of the parent and student to make sure the school receives formal acknowledgement from the parent/guardian, either in writing, authorisation via the Compass portal, via email or via voicemail that indicates they know about the absence and provide an appropriate reason for it. Attendance Rolls are Legal Documents - it is mandatory that documentation is kept for a period of 30 years after a student exits the school. Rolls can be used for any legal requirement in court and must be correct. Failure to provide appropriate acknowledgement renders any absence as unapproved. All attendance data is reported regularly to DET.

Aims:

All students are expected to attend all classes except when due to illness or involvement of extra-curricular activities.

The aim of the attendance policy is to create a clear understanding for staff and students around the processes, rationales, and outcomes surrounding student attendance of both scheduled classes and other school activities.

Implementation:

Hours of Attendance

School starts every day at 8.30 am and concludes by 3.10 pm except for Wednesdays when scheduled lessons conclude at 1.35 pm. Activities are scheduled on some Wednesday afternoons which students may be required to attend. Information about such activities will be provided at least two weeks in advance and students should not schedule appointments or other activities during this time. There is supervision of the LRC space until 4.45 pm each day. Students who remain at school after lessons have concluded are requested to work at school in LRC between end of class and 4.45 pm but, for security reasons, must leave the school premises after this time unless under the direct supervision of a specific staff member. Students who stay late (not in a scheduled rehearsal but simply undertaking private study) should swipe on at the Compass Kiosk after the end of the last class and swipe off when they leave – that way the school has a record of the students who should be accounted for in the buildings should a concern arise. This requirement will be waived when evening activities are



mac.rob

held (for example House Chorals) during which time a designated staff member will be on duty to report to should an incident arise.

Middle School students who have free periods at the start of the day should check in with their coordinator before the start of the period and sign in on the Compass Kiosks. Students with free periods at the end of the day need to sign out on the Compass Kiosk when they leave school after dismissal time so they are accounted for in the event of emergency management procedures.

Lateness

Should students arrive late to class, the disruption can have an adverse effect on the flow of learning for everyone else in the classroom: students and the class teacher alike. Students must therefore make every effort to ensure that their morning travel arrangements are planned in such a way as to enable them to be in school before the start of the first scheduled lesson. Although distributed materials can be provided, students who miss lessons cannot replicate the richness of class discussion and interactions that take place. Students should make it a priority to be in each scheduled class and on time for each class except when involved in a competing educational activity approved by the school.

If a student arrives late to school they must swipe on at one of the Compass Kiosks, obtain the printed Late Pass and then see a Level Co-ordinator (LCO) or the Director of their appropriate school, who will be based in the office.

In cases where students live a long way from school and transport links are irregular early in the morning, a Permanent Late Pass may be issued. Students should provide a note from a parent outlining the difficulties and the transport links the student would take – the Pass will be issued if difficulties are considered reasonable. The same Pass will be issued if there are medical issues that make it difficult for a student to be at school early in the morning.

Expectations of Year 11 and 12 Students

With Senior School comes greater flexibility in terms of attendance at classes and scheduled times to be at school. However, with that comes increased responsibility for managing one's own time effectively, making sure that non-scheduled periods are spent undertaking private study or seeking help with work. They can also be an opportunity to undertake some physical activity, which can lead to reducing stress.

Year 11 and 12 students must arrive ten minutes before their first scheduled class of the day, or by the start of Recess, whichever is earlier. All Year 11 and 12 students must be at school between the start of Recess and the end of Lunch.

Year 12 students who do not have scheduled classes after Lunch, or if they have a class where the teacher is absent, may leave at the start of the first period after Lunch or, on Wednesdays, after the end of Period 4 (12.45 pm), unless there is a scheduled afternoon activity that requires attendance.

Year 11 students must remain until the end of Period 4, even if there is no scheduled class during Period 4. If a class teacher is absent, Year 11 classes will be provided with a



mac.rob

Replacement Teacher except for the last scheduled period of the day when, if the teacher is absent, students may leave school to go home ahead of the scheduled finish time for the day.

Should a Year 11 or 12 student not have a scheduled class, they may, with signed parental agreement, leave the school grounds to go for a walk or run around the school area, encompassing the Albert Park Lake. Students are not to go to nearby coffee shops or to park areas other than that designated. The reason for this being an approved activity, is that there is a clear and identified link between the benefits of physical activity and reduced stress levels and so to support senior students who may have the time but lack of opportunity to involve themselves in regular physical activity during school time.. Any student wanting to engage in this activity must be accompanied by at least one other student and the students should sign out and then in again via the Compass Kiosk. It is imperative that the students be on time for the next scheduled class.

Early Leave from School

It is sometimes necessary for students to leave school prior to the end of the school day – this may be to attend a specialist medical appointment that may be difficult to schedule at a more suitable time. If a student needs to leave school early, they should produce a note from home and a doctor's appointment card, if appropriate; requesting an Early Leavers' Pass and the time the student must leave school. This request should be presented to the sub-school office before school starts. The absence will be recorded on the Compass attendance system early in the day and should show on Compass against the classes from which they will be absent. When leaving school, the student must swipe out at one of the Compass Kiosks at a time that coincides with the requested time for leaving school. After the appointment, a parent or guardian needs to log in to Compass and approve the absence.

Please note: for all medical appointments, an appointment card, confirmation email or other equivalent document should be produced either on the day or the day immediately after, and the time requested for absence to attend the appointment should fall within reasonable limits of expected travel time to and from. If appointments are regular, every effort should be made to minimise the disruption to class attendance.

Students on Campus Earlier or Later Than Scheduled Classes

While students must attend all scheduled classes between the first and the last scheduled classes, VCE students often spend time outside their scheduled classes in private study somewhere on the school campus. In order that the school know the students are studying somewhere on the campus during standard class times of 8.30 am to 3.10 pm, in advance of, or after, scheduled classes, students need to swipe on at the Compass Kiosk when they arrive and when they leave the school prior to the end of the day. This will mean that if an emergency evacuation was called, we would have an accurate record of which students are not scheduled to be in class at the start or end of the day, but would have to be accounted for at the emergency assembly point.

Absence from Class

Mac.Rob is a busy school with many co-curricular and curriculum enhancement activities offered which do, on occasion, take students away from scheduled classes. These activities,

Outstanding
opportunities



mac.rob

which are approved by the school, provide valuable alternative learning opportunities that are not usually available outside scheduled class times and so students will have to miss lessons to attend such activities. On such occasions, the student must be proactive in asking their peers and the classroom teacher for material and notes missed out and the teacher, in turn, should ensure that the student has access to materials distributed. Learning Outcomes of the lessons should also be provided and the class teacher should ensure that a student in the class will be able to make available any notes that are taken, or an electronic copy of materials provided be distributed, so that the student does not miss out on important aspects of learning. This also applies to Instrumental Music lessons, which will be scheduled on a rotational basis on the day/s the Instrumental Music Instructor is present at the school.

If a student chooses to undertake an activity that will require their absences from school but holds educational merit, as assessed and determined by their Level Co-Ordinator, Head of School or Principal Class member, this may be included as a school approved activity and thus not impact their attendance percentage.

Students should, however, self-manage their involvement in activities and make sensible decisions so that over-commitment does not result in reduced academic progress.

Students in all year levels have a minimum attendance requirement of 90% in each month - failure to meet this target has ramifications:

- For VCE students, failure to meet the attendance requirement may mean that an “N” result will be entered on the VCE certificate and hence no satisfactory outcome will be recorded for that unit
- For students in Year 10, failure to meet the attendance requirement may mean that no access will be provided to study one or two VCE Unit 3/4 studies at the school in Year 11
- For students in Year 9 failure to meet the attendance requirement may mean that no access will be provided to any VCE units of study in Year 10
- Should the student attendance rate fall below 90% in each month, VCE privilege to arrive late and depart early during free periods will be removed
- Whole school activities, such as House Athletics and Swimming Sports are compulsory for all students to attend. School involvement in activities, such as sport, school excursions, exchanges et cetera, will be counted as legitimate school activities. Prolonged medical conditions that are supported by a medical certificate will also be acknowledged as legitimate activity. However, any absence which does not fall within the areas above, including family holidays** and general absence due to illness, which is not covered by a medical certificate, count towards the 10% allowance for absence, after which time, the penalties identified above will be imposed.

** If parents wish to organise a family holiday they should contact the Director of School or Level Co-ordinator and make a request to the Principal to travel prior to purchasing tickets. The student’s academic progress and attendance record will be considered in approving such requests.

It is a legal requirement that all absences be supported by parental consent.

Outstanding
opportunities



mac.rob

Some students can suffer acute medical conditions, which preclude them from regular attendance at classes. In such situations, the class teacher, working with the Level Co-Ordinator or Director of School, will develop an Individual Study Plan that the student can follow from home with material to be distributed electronically where appropriate.

In cases where a student misses lesson time on the day of a SAC (formal assessment for Unit 3 and 4 studies under the VCAA rules) they will be given another opportunity to sit for the SAC **ONLY** when a doctor's certificate is submitted. The student **MUST** contact their Level Co-Ordinator on the day of their return to school to submit the medical certificate and make arrangements for a re-scheduling of the SAC. The Level Co-ordinator will negotiate with the subject teacher/s for an appropriate time to re-sit the SAC to ensure that fairness and the integrity of the system is maintained for all students. Students are expected to be in all classes on days when SACs are administered, even if the SAC is after school. If a student is absent from any class on the day of the SAC a medical certificate will be required to cover the period of absence – this is so equity of opportunity for all students is maintained. (see Appendix 1)

Parent Monitoring of Student Attendance and Authorising of Student Absence

All parents/guardians are provided with a log in to access the school's Compass system. Parents/guardians will be able to log on to the system and monitor attendance daily for each scheduled period. If their child is absent, they can follow the process of:

- contacting the Student Absence Line (Ph: 9864 7759) and leaving a recorded message including the student's name, their form, as well as their Student Code
- emailing Student Absence and leaving a message (studentabsence@macrob.vic.edu.au) – please include the student's name, their form, as well as their Student Code
- using the One-Time Link (OTL) with their smartphone to log a reason for their child's absence once it is sent out at 11:30am for full-day absences, or the SMS sent at 4:30pm for late arrival to class
- logging on to the Compass system and authorise the student absence directly on to the system.

All parents are asked to regularly log on to the system and make sure their child's recorded absences match their diary of their child's absence. It is important to understand that a note from parents may not in itself excuse a student from attending school, and that in some cases a student may be asked to provide medical certificates.

Please note that medical certificates are required for absences that fall on the day of Speech Night as well as House Swimming and House Athletics Carnivals.

All students are expected to attend all classes except in the event of illness or involvement of extra-curricular activities. Whilst the expectation is for 100% of classes to be attended or accounted for by the two previously mentioned reasons, the *minimum* attendance requirement at Mac.Rob is 90% of scheduled classes in each study over a semester to pass that subject.

Outstanding
opportunities



mac.rob

Failure to attend at least 90% of scheduled classes in a VCE study over a semester is considered by this school to be a substantial breach of attendance rules. The VCAA supports every school's attendance policy, so a student with a poor attendance record risks being penalised with an "N" result for a substantial breach of these attendance rules.

In the case of Unit 3/4 sequences, an 'N' in either Unit 3 or Unit 4 means that neither School Assessed Coursework nor Examinations in the sequence will count in the calculation of the ATAR. If the study is a Unit 3/4 English study, students will not meet the VCE graduation requirements and therefore will not be eligible to receive their VCE or an ATAR.

If students need help in resolving problems that cause absences, please contact any of the following:

- Gillian Baldock (Student Welfare Co-ordinator)
- the appropriate Year-Level Coordinator
- the Director of the Senior School (Mr Sawaki) or Director of Middle School (Mr Beale) as appropriate

If students do receive an N as a result of poor attendance, they do have the right of appeal.

Additional online resources:

[DET School Attendance](#)

[DET Every Day Counts](#)

Appendix 1: Internal Workflow Absence Flow Charts

Appendix 2: Students' Attendance Flow Charts

Appendix 2: Senior School Attendance Policy Summary for Students

Appendix 3: Middle School Attendance Policy Summary for Students

Evaluation:

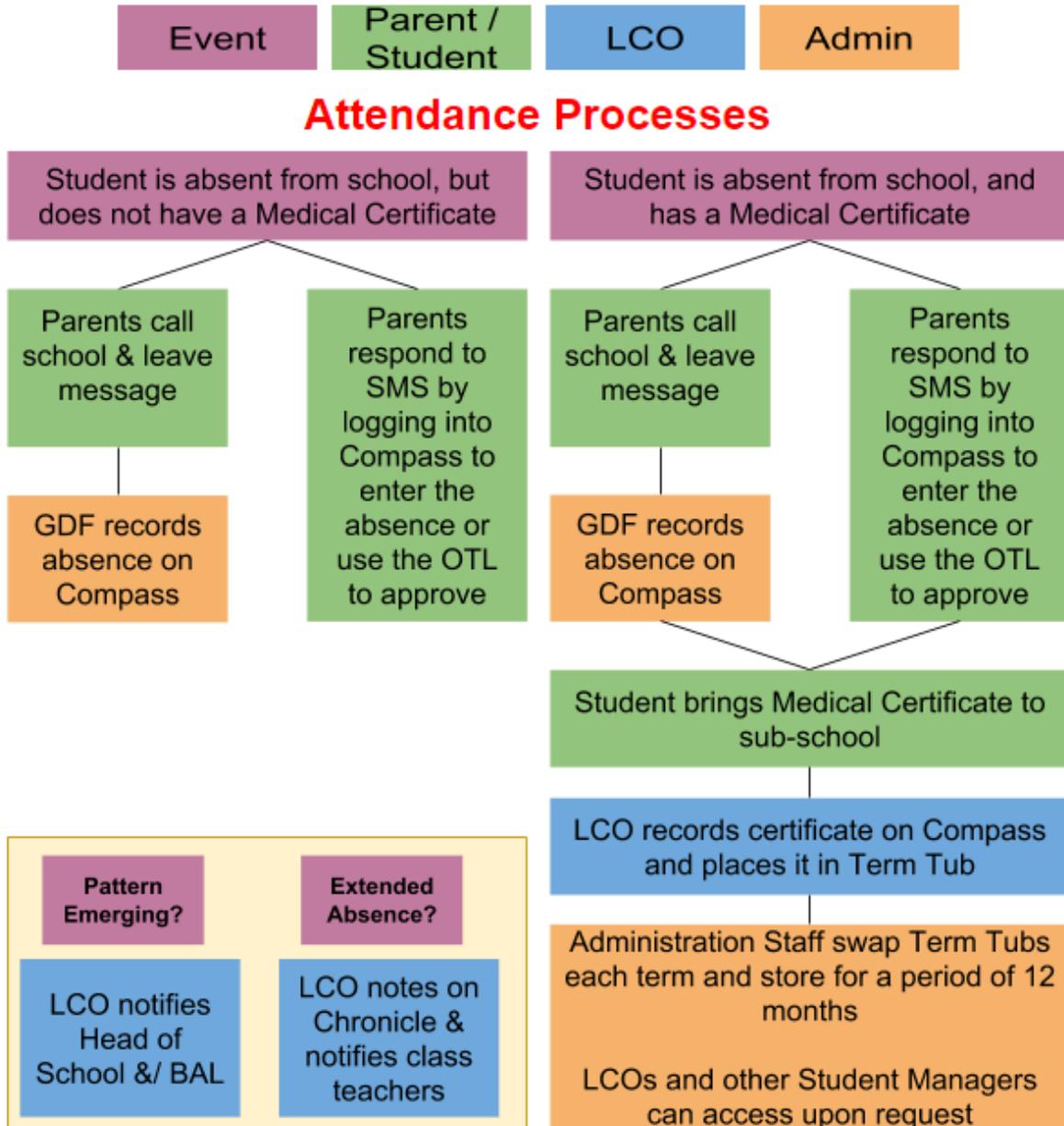
This policy was last ratified by School Council: August 2018



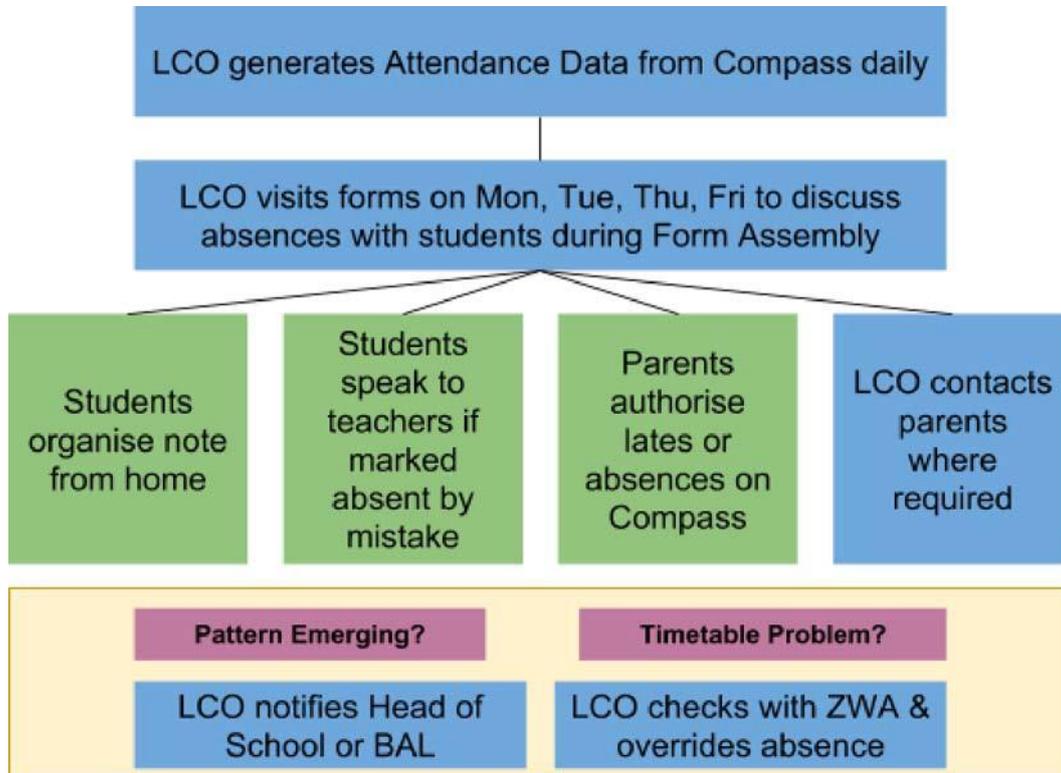
mac.rob

Appendix 1: Internal Workflow Absence Flow Charts

Please note that this flow chart represents internal management of absences. Parents/guardians should ideally log into Compass to load and approve absences as soon as they are aware of them. The term 'parent' in this flow chart represents both parents and guardians.



LCO Daily Attendance Reports

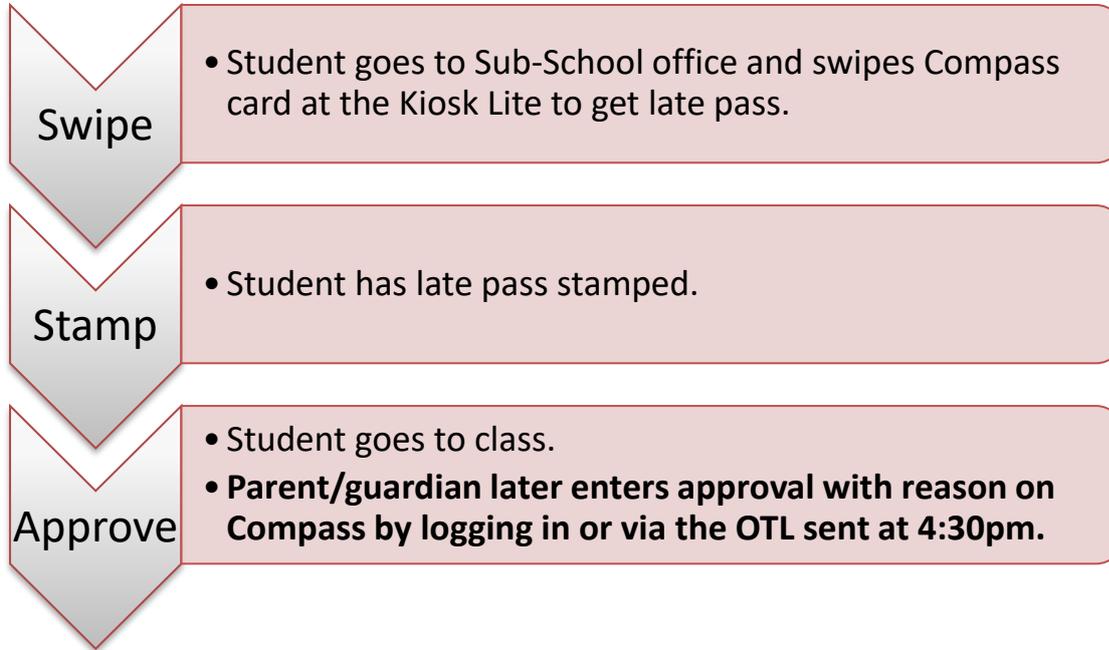




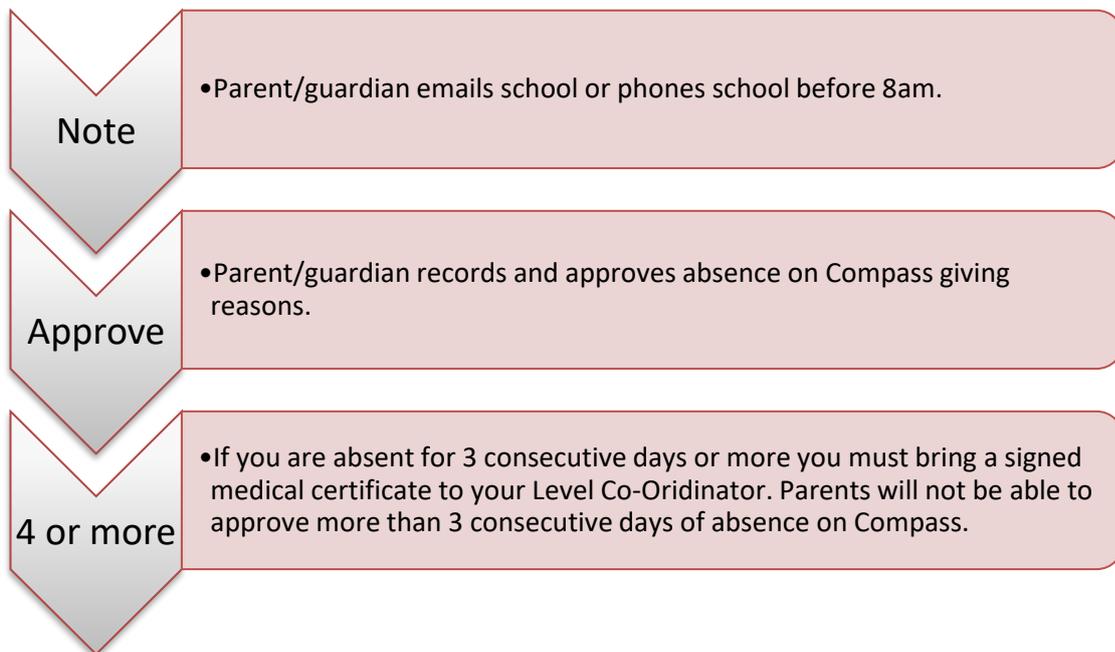
mac.rob

Appendix 2: Students' Attendance Flow Charts

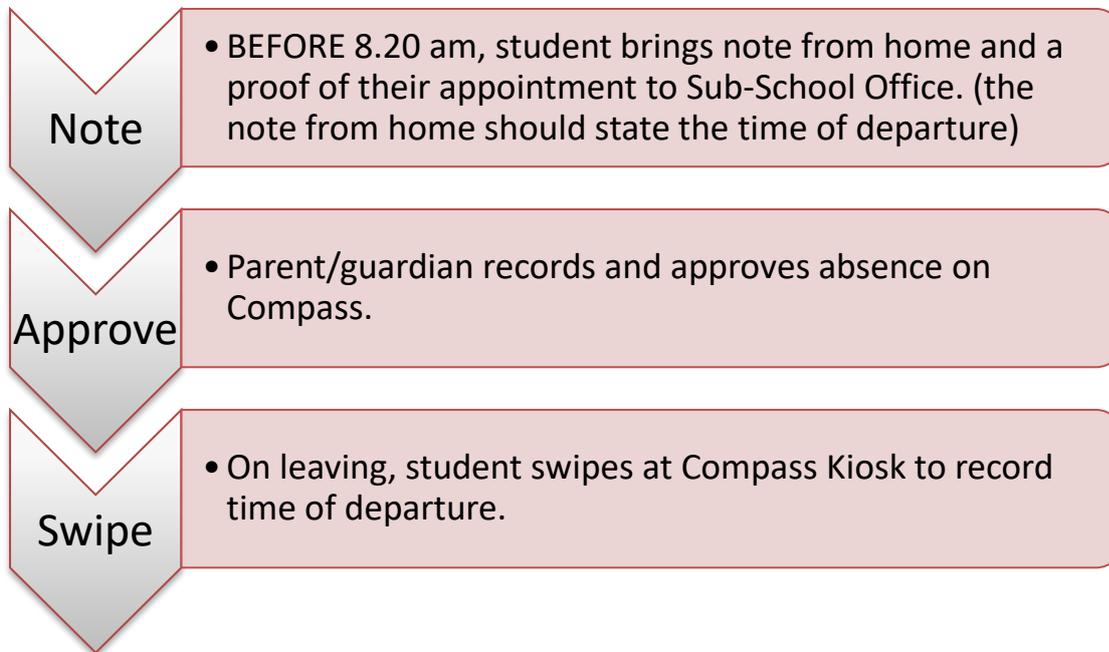
What if I am late to school?



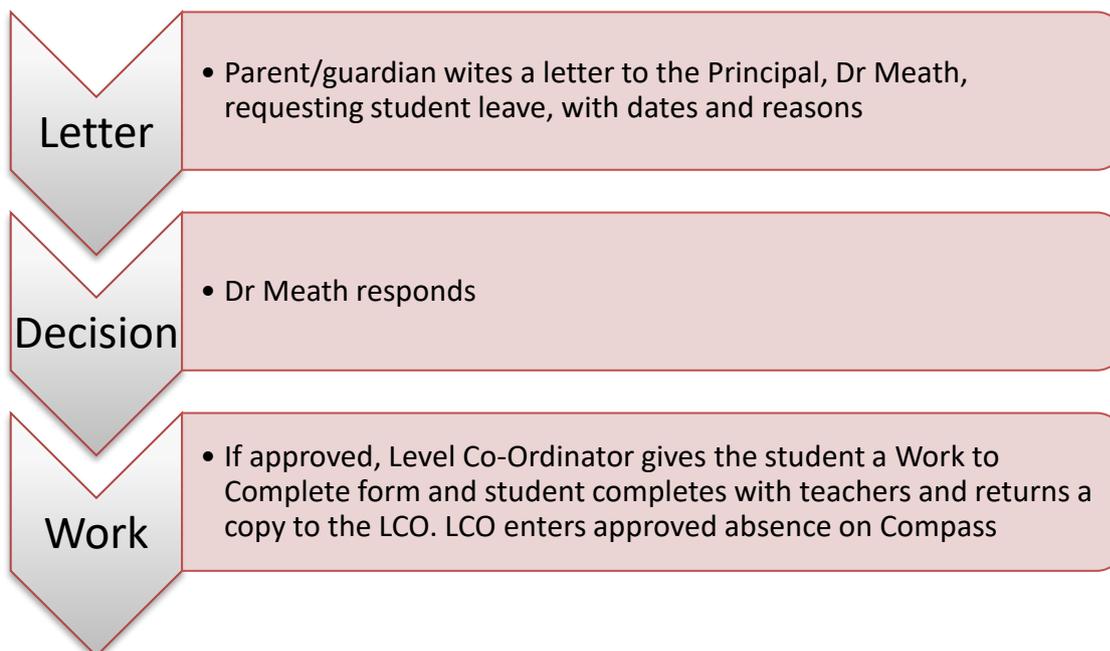
What if I am absent from a school day?



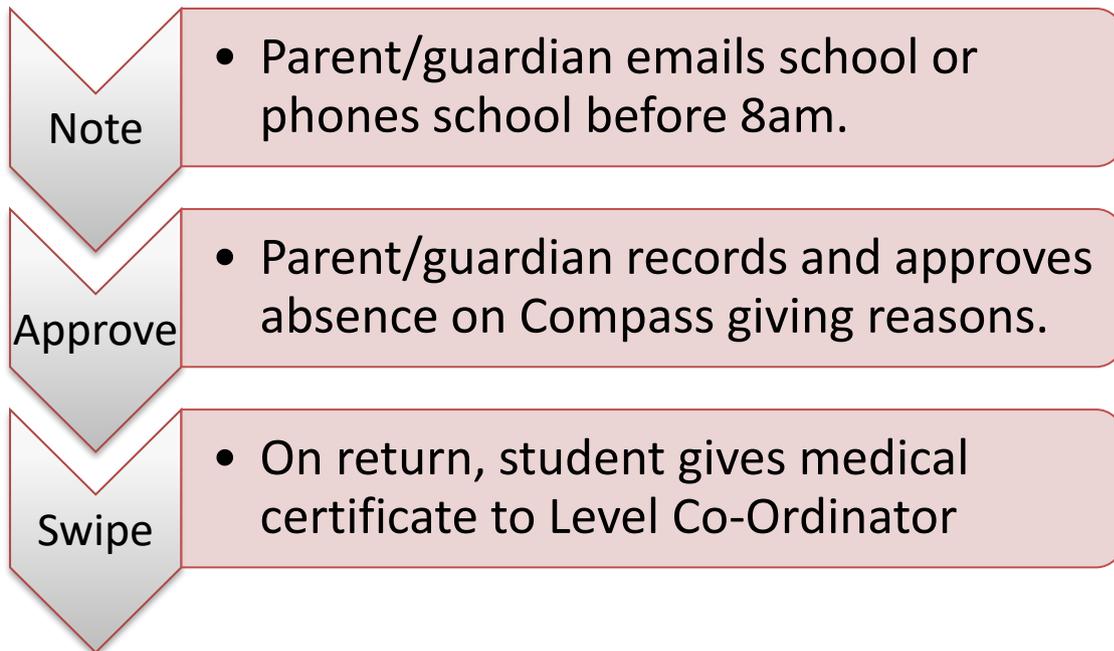
What if I need to leave school early for a medical appointment?



Family Request for extended absence procedure?



What if I am doing a VCE subject and I miss an assessment task?



Senior School Attendance Policy Summary for Students

Year 12 Hours of Attendance

RULE: All students must be at school between the start of recess and the end of Lunch

- If you have no timetabled classes before recess, you must arrive at school at the beginning of recess.
- If you have no timetabled classes after lunch, you may leave at the end of Lunchtime (at the end of Period 4 on Wednesday)

Year 11 Hours of Attendance

RULE: All students must be at school between the start of recess and the end of Lunch

- If you have no timetabled classes before recess, you must arrive at school at the beginning of recess.
- During Semester 1, all Year 11 students must remain at school until the end of Period 4. If you have no timetabled classes Period 5, you may leave school at the end of Period 4.

Late Arrival

1. Use your student card at a Compass Kiosk to print a late pass.
2. Take the late pass to Senior School to be signed by a Level Co-Ordinator.
3. You may then proceed to class and hand the late pass to your teacher.
4. Discuss with your parents that night so that they can approve the late arrival via Compass.

Early Departure from School

RULE: If students need to leave school early (i.e. doctors/dentist appointment, family engagement etc.), they should bring a note from home to the Senior School at the beginning of the day.

You can only leave once you have presented a note to your Level Co-Ordinator. They will give you an Early Leaver's Pass.

Whole or Part Day Absences

RULE: *Students in all year levels have a minimum attendance requirement of 90% - failure to meet this target has ramifications:*



- Failure to meet the attendance requirement may mean that an “N” result will be entered on the VCE certificate and hence no satisfactory outcome will be recorded for that unit.
- For students in Year 11 who are unable to reach the minimum attendance requirements, this might indicate an inability to undertake a fulltime study load. In these circumstances, consideration will be given to having the student undertake Year 12 studies across two years, instead of one.

Notes from home and Medical Certificates to explain absences

- All students will be allowed 5 days over the course of the year where parental consent is sufficient to explain student absence, either part or whole day.
- Beyond those five days, absences must be supported with medical certificates.
- Absences from House Swimming Sports, House Athletics Days and Speech Night require medical certificates.

Student Absence on the Day of a Unit 3/4 SAC

RULE: An opportunity to reschedule a SAC will only be provided when a statement from a medical practitioner is provided. Students should present this statement to their Level Coordinator on their first day back at school.

Absenting yourself from classes on the day of the SAC (i.e. absent in the morning but arrived for a SAC in the afternoon) is absolutely not acceptable. Where this happens, consideration will be given to cancelling your SAC score.

Consequences for Poor Attendance

Please take careful note of the following:

- For every day of absence not supported by a medical certificate, beyond the 5 days provided where you parents/guardians can approve the absence, you will have to sign in at 8:20am every morning and sign out at 3:10 (1:35pm on Wednesday) for one week.
- If you absent yourself from a scheduled class, you will have to sign in at 8:20am every morning and sign out at 3:10 (1:35pm on Wednesday) for two weeks.
- Other repercussions, such as detention or withdrawing you from Unit 3/4 VCE subjects in order to make your study load more manageable, will be considered.

It is important to understand that your hours of attendance are a privilege, not a right. It is also worth noting that these privileges are a reflection of our trust in you, and our belief that by the time you get to the Senior School, you are mature enough to treat these privileges responsibly.

Middle School Attendance Policy Summary for Students

Year 9 and 10 Hours of Attendance

RULE: All students must be at school before the commencement of the first lesson at 8:30 and the conclusion of the day's lessons (1:35pm Wednesdays, 3:10 all other days).

Late Arrival

1. Use your student card at a Compass Kiosk to print a late pass.
2. Take the late pass to the Middle School to be signed by a Level Co-Ordinator.
3. You may then proceed to class and hand the late pass to your teacher.
4. Discuss with your parents that night so that they can approve the late arrival via Compass.

Early Departure from School

If you need to leave school early (i.e. doctors/dentist appointment, family engagement etc.), please bring a note from home to the Middle School at the beginning of the day.

You can only leave once you have presented a note to your Level Co-Ordinator. They will give you an Early Leaver's Pass.

Whole or Part Day Absences

RULE: *Students in all year levels have a minimum attendance requirement of 90% - failure to meet this target has ramifications:*

- For students undertaking VCE studies, failure to meet the attendance requirement may mean that an "N" result will be entered on the VCE certificate and hence no satisfactory outcome will be recorded for that unit.
- For students in Year 10, failure to meet the attendance requirement may mean that no access will be provided to study one or two VCE Unit 3/4 studies at the school in Year 11.
- For students in Year 9 failure to meet the attendance requirement may mean that no access will be provided to any VCE units of study in Year 10.



mac.rob

Notes from home and Medical Certificates to explain absences

- All absences should be supported with medical certificates where feasible.
- Absences from House Swimming Sports, House Athletics Days, Winter Concert and Speech Night require medical certificates.

Consequences for Poor Attendance

Please take careful note of the following:

- Regular absences from class may be taken to indicate that you are struggling to manage your workload; as such, you may be withdrawn from VCE studies or limited in your access to advanced VCE units in order to make your study load more manageable.
- Being consistently late to classes and to school will require conversations to be had with your Level Co-Ordinator and/or the Head of Middle School.