

Attendance Policy



Publication Date	October 2021
Review Date	01 October 2022
Related Department for Education policies, procedures, guidelines, standards, frameworks	Department for Education Attendance guidelines
Related Riverbanks College B-12 policies, procedures	
Responsibility	School Leadership and Governing Council

Rationale

At Riverbanks College B-12 we want to create kind and resilient life-long learners who will thrive today and in tomorrow's world. Regular attendance is key to this. As per the Department for Education's Attendance Improvement Strategy, research shows that success in learning is directly proportional to regular attendance and participation in education programs. Non-attendance and inconsistent attendance can be viewed as early indicators of disengagement from education programs and can be an indicator of other barriers for student success and positive well-being. Absence from their educational program can limit a student's achievement of essential knowledge and skills required for success in work, relationships, and active citizenship.

This policy is based on the following principles:

- Society has a responsibility to prepare children and young people for successful participation in learning and the broader community.
- Families, society, peers and educators and other significant adults influence the life choices of children and young people.
- Attendance has benefits and consequences that increase or decrease life choices and opportunities.
- Continuity of relationships and learning in an educational program is dependent on attendance.
- Attendance is a shared responsibility between the staff of Riverbanks College, parents and caregivers, students, and members of the wider community.
- Attendance is critically linked to an engaging curriculum, intentional and inclusive teaching practices and the development of connected relationships which then create a vibrant and inclusive educational school community.

Compulsory Attendance in Schools

Compulsory school age is different to compulsory education age.

The compulsory school age is 6 to 16 years of age. Children and young people must be in school from 6 years to 16 years old. They must attend a government or non-government school full time.

The compulsory education age is 16 to 17 years. Young people must attend school or an approved learning program until one of these happens:

- they are 17
- they have achieved their SACE or other qualification.

How Often Do Students Need to Come to School?

Every day the school is open, unless they are ill or have a personal situation that prevents them from attending. Compulsory attendance is covered in the [Education and Children's Services Act 2019](#). It states:

Where a child fails to attend school as required by the Act, each parent/carer of the child shall be guilty of an offence and liable to a monetary penalty. Where a child's education program provides for off-site instruction it is a requirement that the child attend in line with the requirements of the education program. Prosecution for non-attendance by a child of compulsory age will be initiated only after all other intervention has been attempted and prosecution is in the best interest of the child.

The Act further provides for the Minister or a delegate to exempt any child conditionally to unconditionally from attendance. Such exemptions may provide for online learning, home schooling and other like programs. Exemptions are managed by the principal.

Responsibilities of Staff

Staff at Riverbanks College are responsible for supporting the agreed attendance improvement strategies and processes for our school and will:

- provide a relevant, innovative, collaborative, and inclusive learning program that seeks to engage all students and offers opportunity for success for all students
- actively work with relevant staff to remove barriers to success for all students
- collaborate with families to remove barriers for student attendance
- implement and utilise the inclusion framework and the teaching and learning framework
- actively monitor attendance and seek support to improve attendance from members of the wellbeing team and relevant sub-school heads
- contribute to the analysis of attendance trends and patterns
- contribute to the implementation of attendance improvement plans
- refer all students, under compulsion, with unsatisfactory attendance to relevant supports, including department for education, student support services and other external supports
- explicitly teach the thrive time wellbeing program
- consistently model and teach the Riverbanks College values of kindness, collaboration, grit and belonging
- advise relevant paraprofessional staff of absence information
- ensure that their subject rolls on Daymap are marked correctly within the first 10 minutes of a lesson.

Responsibilities of Parents and Caregivers

The love and the excitement for learning begins at an early age. A key responsibility for families is to foster a love for learning in their children.

If a student is going to be absent from Riverbanks College for any amount of time, the parent or caregiver **must** inform Riverbanks College at the earliest possible convenience the reason for the absence. If a child has been ill and has seen a doctor, a certificate from the health care professional must be obtained.

Parents can notify of a student's absence by responding to the Daymap attendance text, sending a message through Daymap, contacting the front office or in person. Please refrain from contacting your child's teacher directly as they may not see the message until late in the day.

Responsibilities of the Student

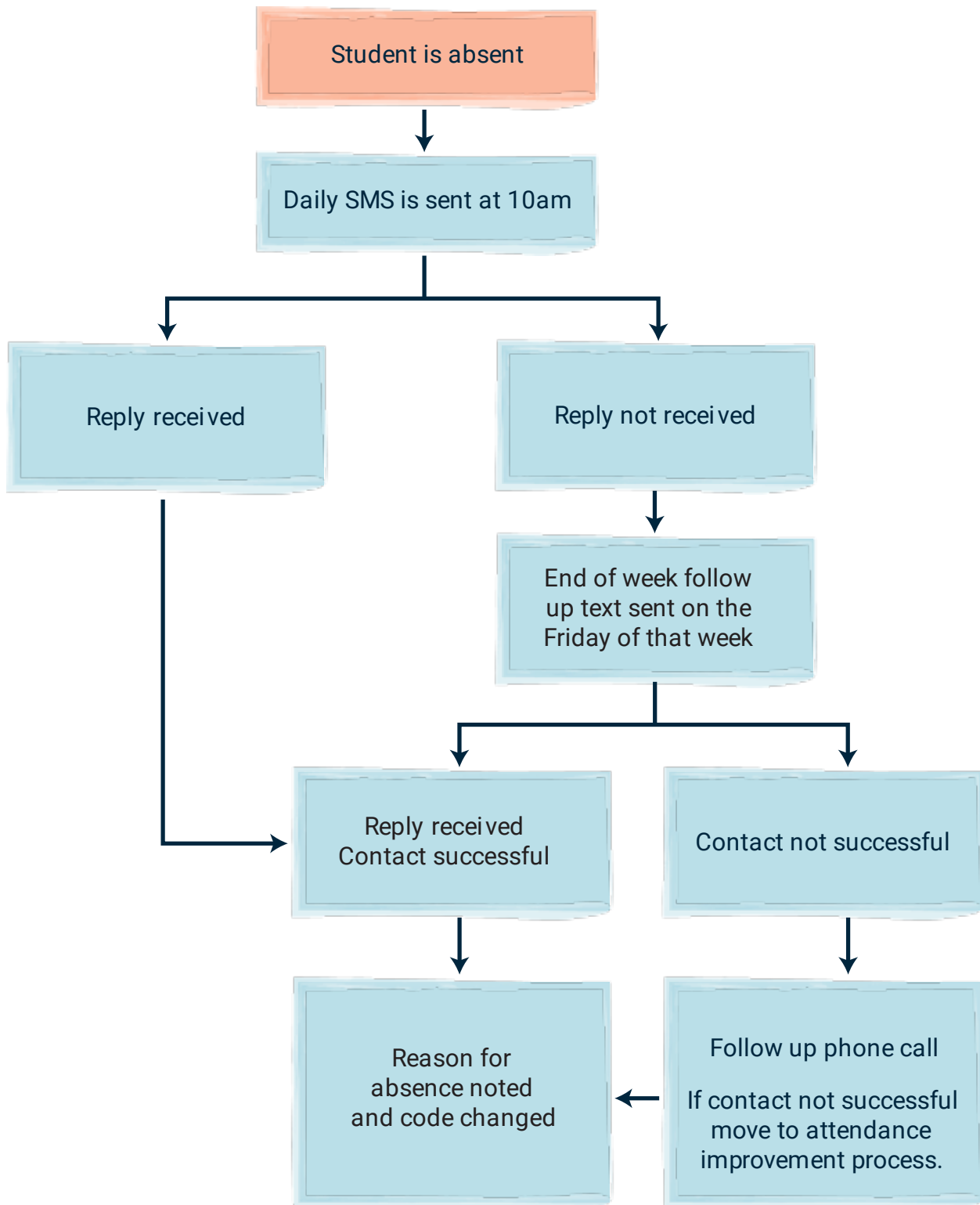
Children and students enrolled at Riverbanks College have responsibility for their attendance. The level of responsibility will be determined by the individual circumstances of the child.

The expectations are that they:

- attend Riverbanks College as negotiated regularly on every day the school is open for education programs
- be punctual in arriving for their education program
- sign in or out if arriving late or leaving early, including students in primary
- engage appropriately in the education program as required
- provide Riverbanks College with an explanation for their absence from their parent or caregiver
- actively and positively participate in the Thrive Time Well-being program

- provide input and work with Riverbanks College staff in the implementation of their individual attendance improvement plan where required.

Daily Attendance Process



Student Attendance Improvement Plan

