



## Rationale

At Carey we value courage, respect and humility; and we are committed to acting with integrity and kindness. Our community is built around the chords of hope, compassion, family and learning.

Since 2008, education and/or training is compulsory for students until the end of the year in which they turn 17. Under legislation (School Education Act, 1999), it is the duty of the parent/carer to ensure that a student of compulsory school age is enrolled and attends school or a registered training institution.

Regular attendance is essential to assist students to maximise their learning potential. The probability of success in learning is strongly linked to regular attendance equal to or greater than 90%.

In addition, student learning is more successful when students are present consistently for the whole school day.

Arriving at school and class on time:

- Ensures that students do not miss out on important learning activities scheduled early in the day
- Helps students learn the importance of punctuality and routine
- Gives students time to greet their friends before class
- Reduces classroom disruption.

Students who are chronically late to school:

- Develop bad habits around punctuality that can stay with them for life
- Miss a lot of school and run the risk of falling behind
- Partial absences are recorded on College Reports and may be a cause for concern for potential employers

Indicators of students at risk are:

- Frequent lateness
- Leaving school without permission (truancy)
- Unexplained absences

## Scope

This policy applies to all Carey Baptist College Campuses.

## Policy Statement

Carey Baptist College is committed to providing a safe working environment for all our students, workers and visitors.

Students are expected to attend school on all days including sports carnivals, Extra-Curricular Days, Camps & Conferences and excursion days.

It is our policy to:

- Monitor attendance regularly: ie. morning and afternoon in Primary, and every teaching session in Secondary or at specified times when on excursions or camps.
- Inform parents/caregivers of any unexplained absence and request acceptable explanations for said absence.
- Record explanations for absences
- Follow up unexplained absences or unacceptable attendance rates below 90%
- Report missing students and students with insufficient attendance to the Student Tracking Coordinator.
- Request a medical certificate for absences affecting major assessments or significant College events.

## Holidays and Extended Absences

The College acknowledges that holidays are an enriching experience, but by law, every student is expected to attend school every day. Teachers are not obliged to accommodate students on holiday with learning programs. Parents who wish to take students out of school for the purpose of a family holiday for longer than two school days are required to apply to the Principal by email, or in writing, at least one month prior to the intended holiday absence.

We strongly discourage parents from taking planned holidays during term time. The school strongly encourages families to plan their personal holidays during scheduled school holidays.

## Alternative attendance arrangements

A principal may agree for a student enrolled at their school to temporarily attend elsewhere. Examples may include:

- Temporary attendance at another school
- Participation in a course of study through the Schools of Isolated and Distance Education (SIDE) or Schools of Special Education Needs: Medical and Mental Health (SSEN: MMH)
- An apprenticeship, traineeship or community based course
- Public or private registered training organisation

These arrangements must be formalised in accordance with relevant sections of the School Education Act 1999 which may require permission to be given by the school principal, or in some cases, the Regional Executive Director. Parents should contact the principal for advice on alternative attendance arrangements.