

# MIDDLE SCHOOL ATTENDANCE POLICY



## Rationale:

Fountain Gate Secondary College believes that improving student accountability for attendance, and rate of attendance, is absolutely essential in preparing students for further education, future pathways and employment. Through the establishment of this policy, clear expectations will be set for students of Fountain Gate Secondary College and consistency will be established amongst the Middle and Senior School.

## Aim:

Fountain Gate Secondary College believes the aim and purpose behind the Middle School Attendance Policy is to:

- Prepare students for the 90% attendance rate in VCE.
- Prepare students for employment where punctuality and attendance is essential.
- Improve accountability for students to ensure any missed work is completed.
- Assist teachers in the assessment and reporting process.
- Ensure parents/guardians understand and are informed of frequent absences.

## Implementation:

### Processes to happen each week:

- Attendance Officer to run an 'Attendance Report' once per week.
- Attendance Officer to record data of stages reached by students. This will be uploaded to Staff Intranet prior to each reporting period.
- Each week, the Attendance Officer will update Compass with information about students who reach a stage in the process, generating an email and text to be sent home.
- Student Managers to arrange SSG with any student who has reached Stage 2/3 in the previous week.
- Classroom Teachers responsible for discussing each stage with individual students, warning them about the consequences of continuous absences.

### An approved absence in the Middle School can be:

- Camp, excursion or school activity.
- Student Free Day – School choice
- Medical – Medical Certificate or Statutory Declaration required.
- Dental appointment – Certificate of attendance required.
- Hospitalised
- Bereavement
- Court
- Religious/Cultural observances
- Extended Family Holidays (school must be notified two weeks in advance so work can be arranged for absent student)

## N.B.

Parents/guardians should be aware that DET guidelines require all student absences to be accounted for, and parents/guardians must advise the school of any absences via text, phone call or note in order to ensure the school and the child's teachers are aware of absences, regardless of reason for student absence. Further information can be obtained from the DET website - <http://www.education.vic.gov.au/school/principals/participation/Pages/attendance.aspx>

Failure to notify school of reasons for absences may lead to DET being notified of continual unapproved absences. If, following contact by letter, email or text, no explanation has been provided within 10 school days, the absence will be recorded as an unapproved absence. Any certificate for medical or dental appointments must be submitted within 10 days of student returning to school. Any certificates submitted after this time will not be accepted.

If parent/guardian contacts the school and the reason for student absence does not fall under the 'Approved Absence' list, the absence will be recorded as 'Parent Choice – Unauthorised' and will count towards unapproved absences.

The following table will provide the basis for establishing each subject's attendance requirements and the stages of response.

### Year 9

Year 9 Attendance Table		English EAL Mathematics Literacy Numeracy	Science Humanities Personal Development	Electives	Health PE
	Periods per Fortnight	9	7	5	4
	Periods per 20 week Semester	90	70	50	40
<b>STAGE 1</b> JUST BELOW 10% ABSENT UNAPPROVED	<ul style="list-style-type: none"> <li>Incident put on Compass by Attendance Officer &amp; email &amp; text sent home.</li> </ul>	9 periods absent per semester	7 periods absent per semester	5 periods absent per semester	4 periods absent per semester
<b>STAGE 2</b> JUST BELOW 20% ABSENT UNAPPROVED	<ul style="list-style-type: none"> <li>Incident put on Compass by Attendance Officer &amp; email &amp; text sent home.</li> <li>Student Support Group organised by Middle School Team.</li> </ul>	14 periods absent per semester	10 periods absent per semester	7 periods absent per semester	6 periods absent per semester
<b>STAGE 3</b> OVER 20% ABSENT UNAPPROVED	<ul style="list-style-type: none"> <li>Incident put on Compass by Attendance Officer &amp; email &amp; text sent home.</li> <li>Student Support Group organised by Middle School Team.</li> <li>N on report</li> </ul>	18 or more periods absent per semester	14 periods absent per semester	10 or more periods absent per semester	8 or more periods absent per semester

Year 10 Attendance Table		English EAL Mathematics Humanities	Science	Careers	Elective	iTeach	PE	Health
	Periods per Fortnight	90	8	6 - Term 1 2 - Term 2	5	4	3	2
	Periods per 20 week Semester	90	80	40	50	40	30	20
<b>STAGE 1</b> JUST BELOW 10% ABSENT UNAPPROVED	<ul style="list-style-type: none"> <li>Incident put on Compass by Attendance Officer &amp; email &amp; text sent home.</li> </ul>	9 periods absent per semester	7 periods absent per semester	4 periods absent per semester	5 periods absent per semester	4 periods absent per semester	3 periods absent per semester	2 periods absent per semester
<b>STAGE 2</b> JUST BELOW 20% ABSENT UNAPPROVED	<ul style="list-style-type: none"> <li>Incident put on Compass by Attendance Officer &amp; email &amp; text sent home.</li> <li>Student Support Group organised by Middle School Team.</li> </ul>	14 periods absent per semester	12 periods absent per semester	6 periods absent per semester	7 periods absent per semester	6 periods absent per semester	4 periods absent per semester	4 periods absent per semester
<b>STAGE 3</b> OVER 20% ABSENT UNAPPROVED	<ul style="list-style-type: none"> <li>Incident put on Compass by Attendance Officer &amp; email &amp; text sent home.</li> <li>Student Support Group organised by Middle School Team.</li> <li>N on report</li> </ul>	18 or more periods absent per semester	16 or more periods absent per semester	8 periods absent per semester	10 periods absent per semester	8 periods absent per semester	6 periods absent per semester	6 periods absent per semester  (Please Note: 70% Attendance)

Students in the Middle School that are enrolled in VCE subjects need to be advised to follow the VCE Attendance Policy. The table below will provide the basis of stages and responses for VCE students in the Middle School.

VCE Attendance Table		All Year 11 VCE subjects
	Periods per Fortnight	8
	Periods per Unit	80
<b>STAGE 1</b> 5% ABSENT UNAPPROVED	<ul style="list-style-type: none"> <li>Where appropriate, Incident put on Compass by Attendance Officer &amp; email &amp; text sent home.</li> <li>Student Managers to meet with student.</li> </ul>	4 periods unapproved absence per Unit.
<b>STAGE 2</b>  8% ABSENT UNAPPROVED	<ul style="list-style-type: none"> <li>Incident put on Compass by Attendance Officer &amp; email &amp; text sent home.</li> <li>High Risk letter sent home</li> <li>Student Support Group organised by Middle School Team.</li> <li>Final warning given to student.</li> <li>Middle School Team to notify Head of VCE.</li> </ul>	6 periods unapproved absence per Unit.
<b>STAGE 3</b>  11% ABSENT UNAPPROVED	<ul style="list-style-type: none"> <li>Incident put on Compass by Attendance Officer &amp; email &amp; text sent home.</li> <li>Student Support Group organised by Middle School Team.</li> <li>Middle School Team to notify Head of VCE</li> <li>N Unit result.</li> <li>Failure of Unit.</li> <li>Teacher to send home 'Failed Unit' letter on Compass</li> <li>Middle School Team to call parents and notify of failure.</li> </ul>	8 periods unapproved absence per Unit.

**Important Notes:**

- Students will be given the progression point achieved for each subject even if they haven't met the attendance requirements.
- If a student does fail on attendance but is academically very capable, they could still be allowed to select a VCE pathways under restrictions e.g. Work Support card during VCE transition or meeting with the Promotions Committee.

**Evaluation:**

This policy has been reviewed as part of the school's review cycle. Feedback from students, staff and parents will be discussed. Improvements and recommendations will be made accordingly.

School Council ratified this policy in: October 2017 - DRAFT