



**BRIGHTON
GRAMMAR**

Student Attendance Policy

- All of Brighton Grammar School's policies are intended to be up to date and be consistent with all relevant laws.
- All members of the School Community are expected to comply with all applicable policies.
- Various parts of the policies require managers and staff to exercise discretion and the policies are not intended to be applied in a legalistic or prescriptive manner.
- These policies may be varied by Brighton Grammar School from time to time, in its absolute discretion.
- The policies do not form part of an employee's contract of employment.
- This is a whole of school policy and there may, from time to time, be variations in different parts of the School. In such circumstances, advice will be issued by the relevant Head of School.

Introduction

In accordance with the *Education and Training Reform Act 2006*, children of compulsory school age (six years and up to the age of seventeen years) are required to be in full-time attendance at a government or registered non-government school (unless receiving approved home tuition or correspondence education). In exceptional circumstances, an exemption from school attendance may be granted.

Purpose

This policy outlines the School attendance requirements for all Brighton Grammar School students.

Application

This policy applies to students, staff, parents and guardians of Brighton Grammar School.

Background

Research into school attendance has identified factors that facilitate effectiveness in maintaining student attendance. In this regard Brighton Grammar aims to provide:

- a supportive school environment;
- a curriculum that provides for all students;
- structures and approaches that facilitate the success of all students;
- effective record keeping;
- prompt follow-up of absences;
- close liaison with parents/guardians;
- guidance and support for those with attendance problems; and
- a cooperative community/interagency approach to the area.

Attendance Standards

The School is subject to the following attendance standards:

- Department of Education and Training (DET) attendance requirements for students under the *Education and Training Reform Act 2006*;
- VCE/VCAL minimum attendance requirements for any student doing a Unit 3 and 4 subject as stipulated by the VCAA; and
- *ESOS Act 2000* minimum attendance requirements for Full Fee Paying Overseas Students.

Policy

Student attendance depends on active cooperation between the School, parents/guardians and the student. All students are expected to maintain full attendance, except in cases of illness or injury.

Parents

It is the obligation of parents and guardians to inform the School of the reason for a student's absence. Parents/guardians are encouraged to notify the school in advance of any absence, where practicable. Where there is any doubt about the whereabouts of a student, prompt communication will occur with the parents/guardians. Parents of students are to contact the school via the absence phone line on 8591 2295.

Teachers

The roll will be accurately marked twice daily in Junior School and at each period in Middle and Secondary Schools. To support record keeping and reporting to the Australian Department of Education for Student Attendance collection (STATS), the Student Management System logs all attendance, including lateness.

School

Attendance rolls are reviewed by the Secondary School Reception staff on a daily basis with student attendance rates calculated monthly and included in the OHS Report for the Senior Executive and Governance and Risk Committee. Any unexplained absences are followed up with prompt communication to parents or guardians.

Long term absence due to illness or injury

Where a student is unable to attend School for an extended period of time due to injury or illness, the School will maintain ongoing communication with parents/guardians regarding curriculum activities and events. Where possible, the School will provide a modified School program to assist with recovery.

Permission to Remove Student during Term Time

Where parents/guardians wish to remove their son from class during term time for the purposes of leisure or non-school related activities, permission must be sought in writing from the Director of Students, Head of School or Headmaster. It is expected that where possible, any appointments will be made outside of School hours so as not to disrupt the learning outcomes of students.

During times where a student is absent in Term Time (other than for illness and injury):

- the school may only be able to provide limited access to curriculum resources
- students will not be able to complete most assessment tasks while absent (e.g. tests, exams and practical tasks cannot be completed and will not be provided in electronic format)
- the students report may need to have "absent" in-lieu of grades, particularly for extended absences

Sanctions

At the discretion of the Head of School or Headmaster, prolonged unexplained absences from School may result in sanctions including expulsion.

This Policy is a controlled document. Any printing of this document is uncontrolled. Please refer to the school portal for the latest version of this policy	
Policy Version number	20200124
BGS Compliance Framework Risk Area	Teaching and Learning
Policy Owner	Deputy Headmaster
Policy reviewed and approved by	Risk and Governance Committee
Approval Date	February 2020
Last Review Date	September 2024
Next Review Date	September 2027