ATTENDANCE POLICY

Issue date:	
Last Review date:	2009
Recent review date:	17/3/2026
Review cycle:	Every 3 years
Approved by:	SCC Board

1. BACKGROUND

All children of compulsory school age have the right to an effective full-time education, regardless of age, aptitude, ability and any special needs s/he may have. Regular school attendance is essential if a child is to make the most of the educational opportunities available to them. Shepparton Christian College takes seriously its responsibility to monitor and promote the regular attendance of its students. It acknowledges that irregular attendance seriously disrupts continuity of learning, undermines educational progress, can lead to underachievement and low attainment and impedes a student's ability to develop friendship groups within the College.

2. PURPOSE

Statutory expectations require all schools to record student attendance twice per day in Primary Schools and in every class in Secondary Schools. There may be various reasons for poor attendance, including student health and well-being, family disruption, extended family holidays, school refusal, or poor motivation on behalf of the student. Most concerns about the rate of attendance will require a pastoral focus. Generally speaking, school attendance is compulsory in Victoria. However, there are specific attendance expectations for VCE students, which need to be monitored and managed carefully.

3. ATTENDANCE REGULATIONS

The Education and Training Reform Act 2006 (Vic) notes that children of compulsory school age (six years and up to the age of seventeen years) who are residents in Victoria are required to be in full-time attendance at a government or registered non-government school unless they are receiving approved home tuition or correspondence education through the Virtual School Victoria or another online provider. In exceptional circumstances, an exemption from school attendance may be granted.

In line with the Education and Training Reform Act 2006, students are required to attend all time-tabled classes, excursions, assemblies, chapel services, and other school events. Students are expected to be punctual at all times.

4. PARENT/GUARDIAN RESPONSIBILITIES

Absences

Parents/guardians play a critical role in ensuring their student's attendance is regular and that records are accurate. It is the parent/guardian's responsibility to ensure that their children are enrolled in and attend a school every day, unless there are acceptable reasons for absence.

Parent/Guardians are requested to schedule medical or dental appointments outside of school hours, to the best of their ability.

We ask that parents/guardians follow the below procedures for communicating their student's absences/attendance details.

- Parents/Guardians are required to notify the College office before 9:30 AM regarding any attendance matters including the reason for their student's absence. This can be communicated via email at absences@scc.vic.edu.au, via phone at 03 5831 7790, or via the SchoolStream app.
- If no communication regarding a student's absence has been made by 9:30 AM, an email notification will be sent via SEQTA acknowledging the student's absence and requesting further information regarding the reason for absence.
- Provide a medical certificate (with details of the nature of the illness) for their child if they suffer from an acute illness that necessitates extended leave from the College.

Acceptable reasons for absence include:

- sickness
- temporary or permanent infirmity
- unavoidable or sufficient cause, e.g. bereavement within the family or of a close friend, or family trauma
- attending a specialist appointment, VET course, or approved private study at home
- attending a college-organised activity, e.g. excursion, camp, work experience, etc.

Unacceptable reasons for absence include:

- truancy
- appointments which could be made out of school hours (driving lessons, etc). Excessive time for appointments which are avoidable.
- haircuts
- helping at home/parent/guardian's place of work
- late nights
- birthdays
- holidays

In the case of extended absences, parents/guardians are requested to discuss with the Principal the implications of long-term absences from the College, before firm plans are made.

Parents/guardians need to familiarise themselves with the attendance requirements as detailed in the *Education and Training Reform Act 2006.*

Where a student is absent on an ongoing basis, the following actions may take place:

- The Administration team may call parents/guardians to seek an explanation for the absences
- The Welfare team may call parents/guardians to seek an explanation for the absences
- The Head of Primary or Secondary parents/guardians to seek an explanation for the absences.

Where the student absence is ongoing and the above has failed to improve attendance, a face-to-face meeting with the Head of Primary or Secondary or Principal may be requested.
If student attendance still cannot be improved, the Department of Education School Attendance Officer may be contacted. A 'school-attendance notice' or 'infringement notice' may be issued as a result.

Late Procedure

- Students arriving to Homegroup after 8:50 AM will be documented as arriving 'late'.
- They are required to present to the Front Office Reception to obtain a late slip and have their arrival recorded in SEQTA by administration staff. Acquiring a late slip is critical because the teacher will have marked the roll prior to the student's arrival. If no late slip is acquired, the student will have been marked as absent in SEQTA and the parent/guardian will receive an absence notification.
- A student arriving late must be accompanied by a parent/guardian. If no parent/guardian has accompanied the student, the parent/guardian will receive a notification of their student's arrival time via SEQTA.
- Class teachers will not admit students to class without the late slip supplied by the front office, but will send them to the Front Office for the late slip.
- Persistently late students will be contacted by the Head of their Department (Head of Primary or Head of Secondary) with appropriate consequences following.

Note: Lateness on compassionate grounds, e.g. family trauma will be followed up by the Welfare Team for the sake of the student's welfare. In these cases, additional consequences will not be given.

Examples of acceptable reasons for lateness:

- accident on the way to the College
- transport breakdown on the way to the College
- bus running late
- other unavoidable or sufficient reasons.

Examples of unacceptable reasons for lateness:

- truancy
- sleeping in
- just late (no reason given)
- haircut/shopping
- appointments which could have been made outside of school hours
- other avoidable reasons.

Early Departure

If students need to leave the College early or in the middle of the school day, e.g. to attend a medical appointment, they must be signed out by a parent or guardian at the College Office. The student's parent/guardian must come to the Office to request that the student be called out of class to be signed out. They must then sign them out on the In/Out Register at Front Reception. If the student returns before the end of the school day, the parent/guardian must sign them back in at the College office before they return to class.

Note: If a student needs to leave school due to illness or any other reason, they are required to come to the Front Office. The Office will then contact their parent/guardian on their behalf. Students are not permitted to communicate with their parent/guardians except via the College office during the school day. Mobile phones are not to be used to contact parent/guardians directly, either by SMS, social media, or phone call.

5. VCE STUDENTS SPECIFIC ATTENDANCE REQUIREMENTS

In order to receive a satisfactory result in VCE, students are required to attend school a minimum of 85% of the time. Each class has it's individual roll, and in order to pass each subject, students must attend each class a minimum of 85% of the time. Should a student not meet this attendance requirement, they may fail the Unit of Study for which attendance has not met standards.

Exceptions to this requirement may be made by the Principal and may include significant circumstances such as significant medical issues or family crises.

In order to ensure this minimum requirement is not breached, VCE students *must* provide a medical certificate for any medical related absence.

6. RELATED DOCUMENTS

SCC VCE Handbook

Version History:
2026 (This version)
2009