





VCAL Attendance Policy and Procedure

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Responsible person CEO	Veronica Kioria	Signature 	Date: 27/3/19
Approved by the Board:			
On behalf of the Board	David Ling President	Signature 	Date: 27/3/19
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Basic Beliefs/Purpose

Diamond Valley Learning Centre (DVLC) is committed to providing a positive and rewarding learning experience for all VCAL students. DVLC believes that student achievement is closely linked to student participation and engagement levels. This policy provides a framework for maximising student attendance and student wellbeing in the VCAL program.

Scope

This policy applies to all DVLC VCAL staff, contractors, volunteers and students enrolled in the VCAL Program, and includes particular procedures for students under the age of 18 years. The policy should be read in conjunction with policies identified in the Related Policies list below.

Policy Guidelines

DVLC believes that VCAL students who develop good patterns of attendance are more likely to achieve success in their VCAL certificates. DVLC acknowledges that students enrolling in a VCAL program have disengaged from mainstream schooling and may have poor attendance patterns. DVLC expects satisfactory attendance from students and is committed to working towards attendance rates of 100%.

Student attendance and conduct will be monitored throughout the year. Attendance expectations will be clearly communicated to students and their parents / guardians / carers (for students under 18) at enrolment.

DVLC seeks to provide students with an individually tailored education program that is supportive and flexible, and to encourage students to meet their timetabled attendance commitments. Where students have developed poor attendance patterns at mainstream schools, DVLC will work with students and their families to improve attendance and maximise learning opportunities.

DVLC recognises that late attendance and/or early departure may disrupt student learning. DVLC will develop strategies to encourage students to arrive on time each day and to remain for the duration of their timetabled hours.

DVLC acknowledges that students may be absent from time to time due to illness, medical appointments, transport issues or lateness. DVLC requires that students and their parents / guardians / carers (if under 18) notify these absences by phone call or message to the VCAL teacher or on 9435 9060. Students and parents / guardians / carers will be advised of absence processes during the enrolment process. Unexplained or unapproved absences will be communicated to parents / guardians / carers.

DVLC will ensure that accurate attendance and participation data is collected.

Procedure Guidelines

DVLC expects satisfactory attendance in VCAL classes and scheduled activities. Attendance will be taken every unit session. VCAL teachers will mark when a student attends the session and for non-attendance. Attendance rolls will be used to track student attendance. Notes, medical certificates, and telephone contact records will be collected for filing in the student file.

Students who do not attend regularly may be unable to complete coursework and assessment tasks, which may harm the chance of successfully completing a VCAL certificate. Students who do not attend a satisfactory level of scheduled classes for a unit, may receive an 'N' assessment (not yet complete) for that unit.

Students with an unexplained absence of ten (10) school days or longer, risk being exited from the VCAL Program.

DVLC will periodically examine attendance records to determine whether attendance has been satisfactory. Where a VCAL student has unexplained absences and their attendance has fallen below the expected rate, a warning letter will be issued to the student and/or parent / guardian / carer, and all parties will be required to agree to an attendance plan. If subsequent attendance shows no improvement, the student may be exited from the VCAL Program.

It is the responsibility of any student who has been absent, to find out what work has been missed or set during their absence, and to make arrangements to complete this work.

All student absences require an explanation and/or a medical certificate. Absences of two or more days require a medical certificate unless prior notification has been given. Absences with parental / guardian / carer approval, a medical certificate, or reasonable explanation will be considered as approved absences, and will not affect a student's attendance record. Students also require permission to leave DVLC during timetabled hours.

For students under 18 years, phone confirmation or a note from a parent / guardian / carer is required for an absence, including a late arrival or early departure. Please call DVLC on 9435-9060 or 0432 862 680 to notify absences by telephone. A message may be left after hours. Parent / guardian / carer approval for an absence is considered an approved absence.

Students over the age of 18 must telephone DVLC on 9435-9060 or 0432 862 680 to notify an absence, late arrival or to request an early departure, and may leave a message after hours.

Absence follow-up

All unexplained absences of students under 18 years, including late arrivals or early departures will be communicated to parents / guardians / carers by telephone. If there is no answer, a text will be sent to their parent's mobile number or email address.

Students who are not present in class by 10.30 am and have not explained their absence, will be called to check on their wellbeing and remind them of absence notification processes. If there is no answer, a text will be sent to their parent's mobile number or email address.

Ongoing lateness will be monitored, and students will be offered support and/or counselling. A meeting will be arranged between the student, parents / guardian / carer and the VCAL teacher to discuss the situation.

Students with unexplained absences of five (5) days (consecutively) will be contacted by the wellbeing worker and offered support where needed. Support may include referrals to external agencies.

Students with persistent poor attendance will be required to commence an attendance plan which will be kept in the student's file. The plan will document calls and discussions with the student, and may include notes on the student wellbeing or other relevant issues. It may also include a reduced / staggered timetable in the short term if needed. If attendance improves to the required level, the plan will be ended. If attendance does not improve, an additional attendance plan may be implemented. Students are able to access up to three attendance plans in a year. Where there are significant barriers to regular attendance, a student may be withdrawn and advised of an alternative pathway, or other additional support offered. Students and their parents / guardians / carers will be notified if the student is to be withdrawn.

Student attendance patterns will be discussed periodically at weekly VCAL meetings in order to:

- identify at risk students;
- monitor course completion;
- facilitate Centrelink verification;
- monitor student welfare;
- discuss and develop new student engagement strategies; and
- ensure that follow-up processes are effective and continue to be implemented.

Definitions

Attendance refers to student participation in all approved activities, including explained absences, excursions, VET classes and industry or work placements.

Approved absences include absences due to illness with a medical certificate, bereavement, dentist or specialist medical appointments, and approved excursions and activities.

Related Policies

P-8 Student Services and Welfare Policy
P-19 Records Management and Archive Policy
P-26 Access, Anti-Discrimination, Equity, Diversity and Empowerment Policy
P-31 Student Safety and Security Policy
P-35 Mandatory Reporting and Protection of Children Policy and Procedure
P-40 Child Safe Policy
P-43 Privacy Policy
P-44 Student Engagement Policy

Related Documents

DVLC Childsafe Statement
DVLC Student Handbook

Legislation

Education and Training Reform act 2006 (Vic)
Working with Children Act 2005 (Vic)
Working with Children Regulations 2016 (Vic)
Children, Youth and Families Act 2005 (Vic)

Charter of Human Rights and Responsibilities Act 2006 (Vic)
Disability Act 2006 (Vic)
Health Records Act 2001 (Vic)
Privacy Act 1988
Privacy and Data Protection Act 2014 (Vic)

Mapping Information

VRQA Guidelines for Non-school Senior Secondary Education Providers: Minimum Standards for Registration to Provide an Accredited Senior Secondary Course, Standards 3, 4
VRQA Guidelines for VET Providers, Guideline 2
AQTF Condition 3 and AQTF Standard 2