Attendance Policy

Students are at the centre of our practices.

At Hallam we believe:

- Every student can learn
- Every student can achieve
- Every student can succeed

Rationale:

- Student learning is maximised with consistent attendance in classes.

Aims:

- Maximise student attendance in all programs
- Adopt a whole school approach to attendance including adherence to our Guiding Principles
- Maintain accurate attendance data for all students
- Provide timely response to absenteeism
- Improve retention rates through regular monitoring of student attendance

Guiding Principles:

- It is a whole school responsibility to promote consistent attendance
- Student attendance will be monitored daily by Sub Schools
- Consistent attendance in classes and involvement in other school activities enhances academic and personal growth
- A minimum of 95% attendance is expected, enabling satisfactory completion of all outcomes, as well as authentication of the work by the teacher
- Satisfactory completion of a unit of study is achieved by completion of all required work to a satisfactory standard, and authentication of the completed work
- All student work must be authenticated through completion or partial completion in class

Attendance Implementation:

- Student attendance will be recorded On-Line at the beginning of each lesson
- Specific staff have responsibilities in relation to the monitoring and improvement of student attendance (see attached Attendance Improvement Procedure document)
- Parents/ guardians will be notified of student absences by daily SMS and other means when appropriate (for example accessing Compass online)
- Students are expected to complete work missed due to absence or lateness*. These tasks may be completed at lunchtimes, after school in Study for Success or at prearranged times with teachers. (* Year 12 SACs – refer to SAC Process)
- Teachers will provide a timely and clear indication of work that must be completed. This may be a visual representation of all tasks, assessments and work requirements, so students can monitor their own progress
- Students may independently access coursework via the college learning management system including Moodle.
- Students who do not complete work to a satisfactory standard or have not had the work authenticated, through completion or partial completion in class, will receive an unsatisfactory result (N or equivalent). The student will be counselled by the relevant sub school who may recommend removal from the subject, repeating the unit or upholding the result

Continued
Absences:
Absences are classified as either Approved or Unapproved.

Approved Absences include:
- Illness with Medical Certificate
- Attendance at an approved College activity such as a meeting with teachers or Welfare Staff, religious obligation, a drama production, a camp, an excursion or sporting event, legal appointments, suspension from school and absences approved by the College on an individual basis
- Parent Choice – Three notes per semester are allowed for absences that cannot be verified by other means. A maximum of three days can be approved via a parent note. Parents are encouraged to contact the relevant sub school to notify them of an absence either prior to, or on the day of the absence. (Parent Choice cannot be used to excuse a student from a Year 12 SAC - refer to SAC Process)

Unapproved Absences include:
- Truancy
- Illness without medical certificate
- Lateness to class
- Family holidays, birthdays, shopping, work commitments, learner’s permit and driving licence tests
- Lateness to class

An explanation will be sought for all unapproved absences. However this may not make the absence valid/approved.

Evaluation:
This policy will be reviewed as part of the school’s three-year review cycle.

Ratified at Council: December 2013
Review: December 2016

File Location: http://db/docs/Shared%20Documents/Policies,%20Procedures%20and%20Forms/Attendance_Policy_HSC.pdf

References
It’s Not OK to Be Away, Department of Education, 2004
Student Engagement Policy Guidelines, DEECD, 2009