

POLICY – August 2024



LILYDALE HEIGHTS
COLLEGE

ATTENDANCE

Review 2026

Child Safe Standards

Victorian government schools are child safe environments. Lilydale Heights College actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available

at <http://www.education.vic.gov.au/about/programs/health/protect/Pages/chilsafestandards.aspx>

Rationale:

This policy has been developed as a framework to support student attendance in the interests of student Wellbeing and achievement. These issues are priorities for our College, both within our Strategic Plan and as a Department of Education and Training (DET) initiative. The policy will ensure that all teaching staff, parents and students are aware of guidelines and expectations

Aims:

- To support students in maximising attendance at all levels for Year 7 to 12 in order to enable the best possible opportunities for student achievement.
- To provide the College guidelines regarding attendance to all relevant members of the College Community. Attendance to be a minimum of 90% for local students and 95% for International Students .
- To develop efficient and accurate data recording systems, which can be accessed for parent, staff and audit purposes.
- To ensure that there are clear and accessible lines of communication between parents, students, and the College with regard to student attendance.

Implementation:

- The College Staff Handbook will include a copy regarding the roll marking processes and attendance requirements for students.
- The staff responsible for the entering of data will be familiarised with the systems and programs in the effort to ensure that data entry is accurate, and information is readily available.
- SELF Teachers, Student Liaisons, Learning Leaders, Assistant Principal, Student Engagement and Wellbeing Leader and Attendance officer will work together to support students in their attendance at school.

Resources:

- Compass
- Attendance officer
- Attendance Letters
- DET- Engagement Officers
- SMS services

Evaluation:

This policy will be reviewed as part of the College's two-year review cycle.

This policy was last ratified by Policy & Planning in....	August 2024
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