



LOYOLA COLLEGE

ATTENDANCE AND OUT OF CLASS POLICY

Intended audience	Loyola College Community
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PREAMBLE

Loyola College, as a Catholic co-educational College in the Ignatian tradition, seeks the education of the whole person and strives to ensure that each student achieves his or her unique potential. Consequently the College upholds standards and requirements regarding student attendance to the College and its events in order to:

- Maintain a high standard of education at Loyola College
- Encourage a responsible attitude to class attendance by students, teachers, parents and guardians
- Ensure that students attend class time in order to undertake coursework and complete outcomes and assessment tasks
- Provide opportunities for teachers to observe students at work, and students' work, enabling judgment of authentication to be made

DEFINITIONS

Absent is defined as where a student is not present at the scheduled class or College activity.

School related absence is defined as when a student has been marked absent from scheduled classes in order to participate in a school sanctioned activity. Examples of school related absences include excursions and incursions, ACS sport events, student leadership events, preparation for College events, the instrumental music program, appointments with staff members, outdoor education camps, reflection days or other such College sanctioned events.

Non-school related absence is defined as when a student is absent from class or other scheduled activities. Examples of non-school related absences include illness, medical, dental or other appointments, family or personal reasons, truancy or school refusal.

GUIDING PRINCIPLES

Loyola College is committed to the following:

- Promote student attendance through clear statements of expectations and procedures
- Continue to implement rigorous and effective systems to record and monitor attendance and maintain accurate records
- Ensure that student attendance is recorded in every class
- Ensure that students attendance does not fall below the minimum of 90% in all subjects
- Complete the minimum requirement for Co-Curriculum hours
- Monitor and analyse school attendance records regularly and utilise strategies to support students at risk of poor attendance
- Pursue and record an explanation for every absence
- Work collaboratively with parents and guardians to provide appropriate support as required when a student will be absent from the College for an extended period of time

Parents and guardians are required to meet the following expectations:

- Ensure that their child attends the College when required
- Promote and provide organisational support to the child for full attendance and participation at the College on all designated school days, including College events
- Ensure that the child meets the minimum attendance of 90% in all subjects
- Ensure that support is given in meeting the minimum requirement for Co-Curriculum hours
- Provide medical evidence to support absence from significant College events
- Provide medical evidence to support absence of an extended period of time
- Ensure that the child arrives at the College each day punctually
- Notify the College of the child's absence by 8.30am on the first day of the child's absence
- Notify the College Principal in writing if an extended absence is planned
- Avoid taking the child out of school for holidays during school time
- Provide appropriate support of the child's learning during continued or prolonged absences as discussed with the relevant staff member
- Work cooperatively and collaboratively with the College to develop and implement improvement strategies when attendance has been inconsistent due to reasons deemed unsatisfactory by the College
- Work cooperatively with the College in supporting the child to return to the College and reintegrate after prolonged absence
- Ensure that contact details for the child are correct and up to date
- Ensure the participation of the child at all scheduled College curricular and co-curricular activities on all calendared school days, including whole school celebrations

Students are required to meet the following expectations:

- Attend all scheduled College curricular and co-curricular activities on all calendared school days, including whole school celebrations
- Arrive punctually to the College and in readiness for every class
- Attend a minimum of 90% in all subjects
- Provide a written explanation of any absence, from parents or guardians, to the Mentor teacher, upon returning to school
- Provide a medical certificate if absent from:
 - College events such as the Swimming and Athletics Carnivals, St Ignatius Day celebrations
 - Scheduled SAC / SAT dates

- Remain on the College premises during scheduled class time unless permission has been granted to leave, from both the College and the parents or guardians
Work cooperatively with the College to develop personal attendance improvement goals and strategies when attendance has been inconsistent.

RELATED DOCUMENTS:

The Education and Training Reform Act 2006

CEM Guidelines on attendance

DEET Guidelines

VCAA on guidelines for recommended hours for completion of studies

Pastoral Care of Students in Catholic Schools (CEOM Policy 2.26) Revised February 2009

Student Engagement Policy Guidelines (Department of Education & Early Childhood Development) 2009

Loyola College Attendance and Out of Class Procedures Document