
Student Attendance Policy

Daily school attendance is important for all children and young people to succeed in education and to ensure they do not fall behind socially, academically and developmentally.

1. Student Attendance:

- 1.1. Alphington Grammar School's Policy requires all students to attend a minimum of 90% of their classes, and 93% of their classes at VCE level. This ensures students maintain satisfactory levels of attendance to progress in their course.
- 1.2. Attendance is checked and recorded daily in Homeroom and in classes. In class, attendance is taken at the beginning of each period.
- 1.3. Late arrival to the school is recorded by the Front Office and will be included in attendance calculations. Students arriving late to school must sign in late at the Front Office or they will be marked absent for the day.
- 1.4. Alphington Grammar School supports all students to achieve attendance requirements.
- 1.5. Alphington Grammar School implements an Intervention Strategy for students not meeting attendance requirements.

2. Student Absences:

- 2.1. All absences from school must be satisfactorily explained. There are some circumstances under which the school may decide to approve student absences.
- 2.2. Short absences (less than two days) should be explained via email or phone call from the student's Parent/parent Liaison. Phone calls should be directed to the school absence line. Emails should be addressed to the relevant House Mentor and the Front Office (info@ags.vic.edu.au).
- 2.3. For absences longer than two consecutive days, a medical certificate is required, or evidence that the leave has been approved by the appropriate Head of House/Head of School.
- 2.4. Any absences longer than five consecutive days without approval will be investigated by the School.
- 2.5. Students are strongly discouraged from leaving early for holidays or returning late, and should note that such missed time from classes will be counted as an Unexplained Absence, except in special compassionate circumstances (as outlined in Section 3 of this Policy) where a written letter of explanation is required from the Parent/Parent Liaison.
- 2.6. The School will commence an intervention strategy should the following events occur:
 - student is absent for five consecutive days without approval;
 - student is at risk of not meeting attendance requirements before a student's attendance drops to below 90% (or to below 93% at VCE level); or
 - student develops a pattern of absenteeism.

3. Compassionate circumstances:

- 3.1. Compassionate and compelling circumstances for approved absence may comprise one or more of the following circumstances:
 - mental illness or the injury of the student or student's close relative which requires hospitalisation or impedes activities of daily living;
 - a mental health condition of the student or student's close relative that results in hospitalisation or functional impairment;
 - death/bereavement of a close relative such as parents or grandparents (with evidence of a death certificate if possible);



- serious illness (where a medical certificate has been granted stating that a student has been unable to attend class);
- adverse experience that has impacted on the student, which could include being witness to or victim of a serious accident or being a witness to, or victim of, a crime, natural disaster, or terrorism event;
- a traumatic experience which has impacted on the student (cases should be supported by Police/Psychologist reports); and
- other compassionate/compelling circumstances at the discretion of the school.

4. Intervention:

4.1. The intervention strategy may include, but not limited to the following procedures:

- Parent/Parent Liaisons of students at risk of breaching Alphington Grammar School's attendance requirements will be contacted via email, and students will be offered counselling through an interview with the Head of House to provide the student support to increase their attendance and assistance with any circumstances influencing their absenteeism; and
- where a student continues to fail to meet attendance requirements, the issue will be escalated, and the school will convene a parental meeting attended by the Head of House, Head of School and the School Psychologist.