



ATTENDANCE OF INTERNATIONAL STUDENTS Policy

AIM:

To maximise student learning opportunities and performance by ensuring that international students enrolled meet the International Education Division and DET attendance requirements and meet their visa conditions

GUIDELINES:

1. All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.
2. Illness is reasonable grounds for an absence, shopping excursions or birthday parties are not.
3. Parents/Carers have a responsibility to ensure that their children attend school regularly, and are only absent if ill or if absolutely necessary.
4. Parents/Carers have a further responsibility to provide a written note or return a completed 'Reason for Absence' form to the school explaining why an absence has occurred if they have not contacted the school to advise of a reason for an absence.
5. The school will contact Parents/Carers by SMS each day indicating their child is absent and seeking a reason for the absence.
6. Following unexplained absences, class teachers will send home a 'Reason for Absence' form for Parents/Carers to complete.
7. The Principal has a responsibility to ensure that attendance records are maintained and monitored at school.
8. All student absences are recorded in both the morning and the afternoon by teachers, are aggregated on our CASES 21 database and communicated to DET.
9. For those students who have unexplained absences for more than three consecutive days, the classroom teacher or the Student Wellbeing Officer will phone the Parents/Carers to ascertain reasons for non-attendance.
10. The Department of Education and enrolment auditors may seek student attendance records.
11. The Principal has a further responsibility to ensure that unexplained absences are investigated, and that high levels of absenteeism are adequately explained.
12. The Principal / Assistant Principal / Wellbeing Leaders will contact parents/carers of international students with high levels of unexplained or unapproved absences, with the view to developing and implementing strategies to minimise absences.
13. 90% attendance will initiate intervention action involving parents/carers
14. 85% attendance will initiate counselling and a student attendance contract
15. 80% attendance will require the school to notify the International Education Division that a student is not meeting the ESOS National code requirements and visa conditions.
16. Ongoing unexplained absences, or lack of cooperation regarding student attendance, will result in a formal attendance conference being organised. Unresolved attendance issues will be reported by the Principal, Assistant Principal and Wellbeing Leaders to the International Education Division
17. Student attendance & absence figures will appear on student June & Dec. reports.

This policy was last ratified by School Council in....

April 2015