Policy Rationale

The Education Act 1958 requires children aged 6 - 17 years, resident in Victoria, to be in full-time attendance at a government or registered non-government College unless formally exempt. CCAE allows direct enrolment of students aged 16+ years but requires students 15 years or less to be referred via a DEECD MOU.

Policy Aims

To maximise student learning opportunities and performance by ensuring that children required to attend College do so regularly, and without unnecessary or frivolous absences. Absences mean students miss important stages in the development of topics/skills contributing significantly to unsatisfactory or non-yet-competent outcomes.

Procedure - General Enrolment Requirements

- Absences are required to be communicated to CCAE Receptionist before 9:00am on the day of the absence and subsequently confirmed in writing by a note from parents/guardians or the student if living independently.
- CCAE Receptionist provides each teacher/trainer with a list of enrollees in their programs each day.
- CCAE Receptionist is responsible for monitoring and initially investigating student absences.
- The teacher/trainer returns the enrolment list, signed by each student present, to the Receptionist at conclusion of the class for the Receptionist to enter into VETtrak as attendances and absences.
- The signed Enrolment List is then filed as evidence of attendance by the Receptionist.

Procedure - For Independently Living Students

- It is incumbent on the student to inform CCAE of absence and reasons for such in writing.
- Where communication has not occurred, Receptionist will phone a student upon evidence of non-attendance.
- If a student is absent two sequential days without Receptionist receiving a satisfactory response, the Receptionist will refer the matter to the Senior School Administrator to communicate with the student.
- 7 days later Receptionist is to obtain a determination from the Senior School Administrator on withdrawal.
- The Receptionist is to electronically communicate this recommendation to the Manager.
- On receipt of the recommendation, Manager will implement the “Consequences of Non-Attendance” procedures.

Procedure - For Students with Parents/Guardians

- Parents/guardians have a responsibility to ensure that their child attends College regularly and to provide a written explanation of all absences.
- Where communication concerning non-attendance has failed to occur, the process aforementioned in the section “Procedure For Independently Living Students” will be implemented “For Students with Parents/Guardians”.

Procedure - Consequences of Non-Attendance

- Senior School Administrator will be asked to furnish attendance details, communication efforts and replies if any.
- The Manager will request the Senior School Administrator to organise a meeting with parents/guardians and/or the student to develop agreed strategies and/or a student contract to resolve the problem.
- In cases where assessments were being conducted, medical certificates from a medical practitioner are mandatory if the student is to sit a substitute assessment without re-enrolment in the unit.
- Where ongoing lack of cooperation in attendance results in less than 80% attendance or in breach of agreed student contract conditions, the Manager may authorise a withdrawal with CentreLink/Student/Parents-Guardians immediately informed by Senior School Administrator and statistical/financial matters adjusted accordingly to meet audit compliance.

Evaluation

This policy will be reviewed bi-annually.