Policy Rationale
The Education and Training Reform Act 2006 requires children aged 6 - 17 years, resident in Victoria, to be in full-time attendance at a Government or registered non-Government organisation, 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 students attend CCAE regularly, without unnecessary absences. Unnecessary absences can mean students miss important stages in their learning and development contributing significantly Non-Yet-Competent outcomes.

Procedure –General Enrolment Requirements
• Absences are to be communicated to CCAE’s reception or to the Educational Services Coordinator (ESC) before 9:00am on the day of the absence by the student or their parent/guardian if applicable. This can be done via:
  o Phone: (03) 5482 4601 or 0419 130 639.
  o Email: admin@ccae.vic.edu.au
  o “CCAE Check In” Facebook Profile as a private message.
  o Students must explain why they will be away from school and where they will be.
• CCAE Receptionist is responsible for notifying the trainer that the student is absent. This is recorded on the enrolment list.
  o The trainer returns the enrolment list, signed by each student present, to Reception at conclusion of the class.
  o Reception to enter into VETtrak - attendances and absences.
  o The signed Enrolment List is then filed in the relevant Course Folder as evidence of attendance.
• The trainer is initially responsible for following up absences and ensuring that legal documentation (such as a medical certificate) is taken to reception.
  o Reception will photocopy the document and place the copy in their file.
• If a student is absent two sequential days without CCAE receiving a satisfactory response, Reception and/or trainer(s) will refer the matter to the Education Services Coordinator to communicate with the student.
• The ESC is responsible monitoring and investigating student absences and following up steps from the Lateness and Absence Document.
• The ESC will pass on details of the student’s absences to the Manager (and if necessary) for referral to the student’s Job Services Australia (JSA) Provider, caregiver(s) and/or Centrelink where appropriate.
• CCAE reserves the right to suspend or terminate a student’s enrolment should they be continually absent without a valid and verified reason.

Procedure –Consequences of Non-Attendance
• When a student reports absences on time, and with a valid and verified reason, trainers will meet with the student to make alternative arrangements for assessment where possible within the regulations and guidelines of their FSK course.
• If a student is uncooperative in either reporting their absences or providing necessary documentation, the trainer can provide a ‘Not Yet Competent’ or ‘Fail’ in the unit.
• If lack of cooperation in attendance results in less than 80% attendance or in breach of agreed student contract conditions, the Manager will authorise a Withdrawal from the course notifying the student, caregivers, JSA and/or Centrelink. This will be carried out immediately by the ESC.
• Statistical matters will be adjusted accordingly for audit compliance by the Statistical Officer.
• Financial matters will be adjusted accordingly for audit compliance by Reception.

Evaluation
This policy will be reviewed bi-annually.