

Attendance Guidelines for International Students

Rationale:

International Students attending Victoria Park Christian School are expected to comply with the minimum attendance required, which is 80%. (For a year of study which covers 19 to 20 weeks this means that a student cannot miss more than 3 to 4 weeks.)

Purpose:

1. To maximise learning opportunities by ensuring absenteeism of students is kept to a minimum.
2. To put into place agreed processes for managing attendance within the school.

Guidelines:

Accurate attendance records are maintained for all students attending Victoria Park Christian School. This is a requirement of law and is done through the following means:

- An Electronic Attendance Register is marked each morning and afternoon by the class teacher. Absences are recorded and any letters outlining the reasons for the absence are retained.
- For students attending a course which covers a period of several years, serious consideration would be given in allowing a student to continue studies if there were repeated extended absences, even if these did not exceed 20% of contact time. Regular attendance is considered crucial to a student's progress. When student absences are such that they negatively impact on this, they will be reported to the School Council for review.
- Any student with absences of 10%, 15% and/or 20% will be issued with subsequent letters of warning, alerting them to the fact that their absences are approaching the 20% level and that if they do get to 20% the Department of Immigration will be notified. They will be reminded that this will impact upon their visas.
- Any students with an unexplained or unapproved absence of more than 5 consecutive days will be contacted and asked to give explanation of their absence. They will be counselled to either improve their level of attendance or to contact the school when they cannot attend, giving their reasons.
- Any student with absences in excess of 20% will be reported to the Department of Immigration through PRISMS system for failing to comply with the attendance requirements of their visa. This will have implications for the continuation of their visa.
- In special circumstances when a student needs to apply for approved leave, a letter of request must be made to the School Council for Victoria Park Christian

School. Any request for leave which goes beyond the 20% listed will be reported to PRISMS through either Course Variations or Non Attendance, whichever is most appropriate.

No reports or portfolios will be issued until the final day of school scheduled for in the year. In exceptional circumstances, and when attendance has met the requirements throughout the year, a family needing to leave early may write to the Principal requesting an earlier release of documents. (Please note: Even in exceptional circumstances these will not be released more than a week earlier than the scheduled date as this would put undue pressure on the teaching staff to have these documents finalised. In such cases, the documents would be posted.)

The following aspects of the School Education Act 1999 are to be considered and communicated to staff and parents:

1. S23 A student must attend the school he/she is enrolled in, or participate in an educational program of the school, on the days on which school is open, as required by the principal, or comply with s24, s25, s27 or s30. This is enforceable under Division 5 – exclusion and suspension.