



Leibler Yavneh College Attendance Policy

Rationale

Leibler Yavneh College encourages students to achieve to the best of their abilities. Therefore, it is expected that all students take full advantage of their educational opportunities and attend all lessons including Tefillah, activities, events and special days. This promotes student engagement and connection with the College. It is integral to our duty of care for each student, to ensure student safety, that the College is aware of which students are present at school each day.

Policy

In accordance with the Education and Training Reform Act 2006, schooling is compulsory for children and young people aged from 6 – 17 years unless an exemption has been granted. Parents/guardians must enrol a child of compulsory school age at a registered school and ensure the child attends school at all times when the school is open for instruction. Students of Leibler Yavneh College are expected to attend school and all school activities during school hours every day of each term, unless there is an approved exemption from school attendance.

For absences where there is no exemption in place, the parent/guardian must promptly provide an explanation to the College on each occasion.

Students are responsible for any missed work and must seek information concerning catch-up requirements.

The College will monitor student attendance and where student attendance concerns are not resolved, the College will work with the student, parent/guardian and relevant external agencies to support the student attending school.

Student outcomes are best when students are at school with minimal disruption to their attendance. When parents plan trips to visit family overseas, holidays or similar, it is important that these be planned mindfully. The College is not required to provide instruction or student work while a student is away for these absences, nor will the College provide catch-up lessons upon their return.

Approved Absences include:

- Absences covered by a medical certificate
- A student being sent home sick from school
- Bereavement/Family matters
- Attendance at a medical appointment, including dentist.
- Approved School excursion or sporting event.
- Leave of absence approved by College Principal – absences that extend beyond five days of schooling must be written to the College Principal in advance of the requested leave. Such requests may include family holidays, visiting relatives overseas etc.

An Attendance Note on Compass by the parent/guardian explaining the reason for the absence (illness, family matters, etc as above.)

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Explained Absences

- Parents/Guardians of absent students are required to provide authorisation of an absence by making an 'Attendance Note' in Compass as soon as is practicable. This must include a reason for the absence. ****Please note, the absentees@yavneh.vic.edu.au is no longer operational.**
- Where a parent/guardian as not provided a suitable reason, the absence will be marked as 'absent - unexplained'. The College reserves the right to determine what is considered a satisfactory reason.

Unexplained Absences

Implementation in the Primary School

- Primary Admin Support Office will monitor absences and follow up on the day of the students absence.

Implementation in the Secondary School

- Heads of Year will monitor absences and follow up unexplained absences the day of students absence.

Unsatisfactory Attendance

- Heads of Year in Secondary and the Head & Deputy Head of Primary will notify parents / guardians of unsatisfactory attendance.

Attendance in Years 11 and 12

Leibler Yavneh College's VCE students must attend one hundred percent (100%) of their scheduled classes (Jewish Studies and VCE). All Year 11 and 12 teachers maintain an accurate record of students' class attendance. This is in addition to school attendance information.

Any missed class is counted as an unexcused absence unless the student has a medical certificate or note/communication from a parent/guardian, indicating that the student was unfit for school on that day or that the student needed to attend an unavoidable medical appointment.

The exceptions to this rule are:

- When a student is attending a VET subject; or
- When a student is attending a VCAA externally assessed performance examination.

If a student anticipates being absent from a lesson for any other reason, they must seek special leave of absence in writing and in advance, where possible, from their Head of Year.

It is the student's responsibility to find out the work that was covered and set during their absence and to complete all required work.

Students need to attend sufficient class time to complete work. Students who do not meet the attendance requirements and who do not qualify for an excused absence may be given an 'N' (not satisfactory) for the VCE unit.



Please refer to the College VCE Handbook for more information.

Truancy

- A student who has been present at school but is then marked absent without explanation for any lesson during the day will be contacted via email (both parents and student) to inquire about the absence. The student may be issued with an afterschool detention.
- Students who persist with unexplained absences will be required to meet with their Head of Year to discuss their progress and further consequences may be relevant as per the Tahalich for Behaviour.
- Students who persist further in their unexplained absences will be required to attend a parent meeting with the Head of Year and further consequences may be relevant as per the Tahalich for Behaviour.
- Further absences will require a parent meeting with the Head of Secondary school or College Principal.

Signing Out

- Students who leave the College for an approved appointment or activity must have a signed note or email from their parents to seek approval or an 'Attendance Note' in Compass that indicates the reason for the departure. When leaving the College, they must sign out via the Secondary Office.
- If the student returns to campus, they must sign back in.

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