



STUDENT ATTENDANCE POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact The Victorian School of Languages (03) 9474 0500.

PURPOSE

The purpose of this policy is to:

- ensure students, staff and parents/carers have a shared understanding of the importance of attending VSL classes
- explain to school staff and parents the key practices and procedures the Victorian School of Languages (VSL) has in place to:
 - support, monitor and maintain student attendance
 - record, monitor and follow up student absences

SCOPE

This policy applies to all students at The Victorian School of Languages in line with the DET policy.

DEFINITION

Parent – includes a guardian and every person who has parental responsibility for the child, including parental responsibility under the *Family Law Act 1975* and any person with whom a child normally or regularly resides.

POLICY

Attendance is important for all children and young people to succeed in languages education. Regular participation maximises opportunities for children and young people by providing them with education and support networks.

Attendance helps people to develop important skills, knowledge and values that set them up for further learning and participation in their community.

Students are expected to attend the VSL Centre face to face in which they are enrolled during scheduled hours of operation. Distance Education students are expected to meet the specific requirement of the program.

Parents and Carers have an important role to play in supporting students to attend their VSL languages classes.

Our school will identify individual students or cohorts who are vulnerable and whose attendance is at risk and/or declining and will work with these students and their parents to improve their attendance through a range of interventions and supports.

Parents should communicate with the relevant staff at The Victorian School of Languages about any issues affecting their child's attendance and work in partnership with the school to address any concerns.

Supporting and promoting attendance

The *Student Wellbeing and Engagement Policy* supports student attendance.

Our school also promotes student attendance through regular contact of parents by teachers, centre Admin Officers and Supervisors.

Recording attendance

The Victorian School of Languages must record student attendance twice per session. This is necessary to discharge the VSL duty of care for all students and meet Victorian Curriculum and Assessment Authority requirements for VCE students.

Centre attendance will be recorded by way of the Student Information Portal.

Student attendance for Distance Education is recorded by (1) submission of weekly work and (2) participation in regular oral lessons with teachers. This information is recorded in the VSL course page, which students use to access and submit their work.

If students are in attendance at a school approved activity, the teacher in charge of the activity will record them as being present.

Recording absences

For absences where there is no exemption in place, a parent should provide an explanation on each occasion to the school.

Parents should notify the VSL of absences by:

- Contacting reception if it is an unplanned absence, informing the classroom teacher if it is a planned absence.

Managing non-attendance and supporting student engagement

Where absences are of concern due to their nature or frequency, the VSL will work collaboratively with parents, the student, and other professionals, where appropriate, to develop strategies to improve attendance.

We understand from time to time that some students will need additional support and assistance, and in collaboration with the student and their family, we will endeavour to provide this support when it is required,

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website www.vsl.vic.edu.au
- Included in staff induction processes
- Included in staff handbook
- Discussed at annual staff briefings/meetings
- Reminders in our school newsletter
- Made available in hard copy from school administration upon request

MORE INFORMATION AND RESOURCES

- The Department's Policy and Advisory Library (PAL): [Attendance](#)

POLICY REVIEW AND APPROVAL

Policy last updated	November 2022
Consultation	School Council (date): 10/11/22
Approved by	Principal
Next scheduled review date	2026