VICTORIAN SCHOOL OF LANGUAGES

STUDENT ATTENDANCE

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 VSL in line with Department of Education 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 VSL must record student attendance twice per session. This is necessary to:

- meet legislative requirements
- discharge the VSL's duty of care for all students
- meet Victorian Curriculum and Assessment Authority requirements for VCE students

Centre and Distance Education attendance will be recorded on Compass. Student attendance for Distance Education is measured by (1) submission of weekly work and (2) participation in regular oral lessons with teachers.

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 of centre students should notify the VSL of absences by adding an attendance note in Compass. For distance education students who are unable to attend an oral lesson, a parent or school supervisor should advise the VSL teacher of the absence by email prior to the scheduled lesson start time.

If a VSL centre student is absent on a particular day and the school has not been previously notified by a parent, or the absence is otherwise unexplained, the VSL will notify parents by SMS or Compass push notification on the same day of the unexplained absence.

If a VSL distance education student is absent on the day of a seminar and the school has not been previously notified, or the absence is otherwise unexplained, the VSL will notify parents or the home school supervisor by telephone.

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, home school supervisors (for distance education students, international student coordinators (for overseas students) 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
- Reminders in our school newsletter

MORE INFORMATION AND RESOURCES

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2026
Consultation: School Council	16 September 2026
Approved by:	Principal
Next Scheduled review date	2030