



## VCAL ATTENDANCE POLICY

### Rationale:

Attending Skillinvest every day of scheduled classes is important for each student's education. Absence from Skillinvest means that learning opportunities are reduced, and this can ultimately lead to poorer student achievement.

### Objectives:

The objectives of the Attendance Policy are to ensure:

- student attendance is monitored;
- support is provided for students with significant absenteeism to improve their attendance;
- attendance data is regularly reviewed to investigate whether the learning needs of particular groups of students are being met.
- Partner schools are kept informed of student attendance and absenteeism fortnightly

### Guidelines:

- Skillinvest will apply minimum student attendance criteria to the assessment of whether students have satisfactorily completed a unit of study. Missing classes can have a detrimental impact on meeting learning outcomes; therefore, all students are required to attend a minimum of 90% of classes. Failure to attend this minimum may cause the student to be ineligible to achieve a satisfactory grade. Skillinvest will determine whether particular absences are exempt from inclusion in the calculation of this minimum
- Exempt absences would include:
  - medical illness;
  - compassionate reasons e.g. a family bereavement;
  - religious observance;
  - meeting court orders or legal obligations;
  - special circumstances as are agreed in advance by Skillinvest.
- Appropriate evidence must be supplied by the parent/guardian to confirm these reasons.
- The responsibility rests with each individual student over 18 and or parents/guardians of students under the age of 18, to account for all absences from class. All absences must be advised by either:
  - a note /phone call from the parent/guardian of students under 18 which explains the reason for the absence; or
  - a note /phone call from students over 18 which explains the reason for the absence;  
or
  - a medical certificate or other supportive medical evidence which must be submitted to the trainer on the day the student returns to the Skillinvest.
- Parents/guardians will be contacted if an absence has occurred without an explanation. (this is completed twice daily- after morning attendance has been taken and following afternoon lunch breaks)

- Skillinvest will maintain records and retain documentation relating to each student's attendance and record approved and unapproved absences.
- Many students receiving forms of Government financial assistance need to be aware that all unexplained absences must be forwarded to Centrelink for auditing purposes if requested. This may result in the withdrawal of payment or repayment of monies received by students.
- In the event that a dispute arises from the implementation of this policy, the dispute will be resolved by the Training Manager (or their nominee)
- All students are expected to arrive by 9am on scheduled class days
- All students are expected to attend all required classes for the duration of the day, commencing at 3pm

### **Late Arrivals:**

All students who arrive late to Skillinvest are to report to the reception area, sign late book and give a late pass to their trainer.

Trainers will regularly check records for late students and follow-up students who are repeatedly late

### **Early Dismissal:**

For students under the age of 18 a note or text message from parent/guardian is required for early dismissal, stating the reason for leaving early and how they are to be accompanied from Skillinvest premises. The note signed by the parent/guardian is to be given to their trainer prior to dismissal. The early dismissal and reason for doing so is recorded by the trainer on the attendance roll.

### **Evaluation:**

The effectiveness of this policy will be reviewed as part of the Skillinvests' four-year review cycle in 2023

