

### POLICY TITLE: STUDENT ATTENDANCE POLICY

### DEVELOPED / REVIEWED BY

College Executive Heads of House Siena College Policy Committee MACS (Melbourne Archdiocese Catholic Schools)

#### REVIEW SUMMARY

All schools must have documented procedures for monitoring school attendance. Principals should contact the MACS Regional General Manager for assistance in addressing complex attendance and exemption matters.

### DOCUMENT DEVELOPMENT PROCESS

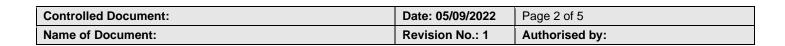
This document was first developed by Deputy Principal Wellbeing and Strategy, Antonella Rosati, and

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### RELATED DOCUMENTS

- Department of Education and Training (Vic.) 2021 School Attendance Guidelines
- Department of Education and Training (Vic.) 2020 Exemption from School Attendance or Enrolment
- Department of Education and Training (Vic.) 2020 Seven Attendance Improvement Strategies

#### RISK

In the Committee's deliberations it is important to consider the College's main strategic processes and the identification of associated risks. Some sample questions are included for referral. Answers are to be documented as part of the policy.

- 1. **Faith and Catholic Identity.** Identify any risks to Catholic Identity or Dominican charism of the school. How will this policy harm or enhance either?
- 2. **Reputation.** Identify if there are any reputational risks to the College. How will this policy impact Siena and wider communities?
- 3. **Financial.** Identify any financial risks to the College. How will this policy impact the financial stability of the College?
- 4. **Contemporary Learning and Teaching.** Identify any risks to learning and teaching. How will this policy impact the academic performance of the College?
- 5. **Wellbeing.** Identify any risks to safety and wellbeing. How will this policy impact the mental and physical wellbeing of the College community?
- 6. **Community Engagement**. Identify any risks to building community engagement. How will this policy impact community relationships?
- 7. **Governance and Leadership.** Identify any risks to governance and leadership in the College. How will this policy affect the strategic direction of the College?

Do any risks identified above warrant changes to the proposed policy? If so the policy should be referred back to the developer/s.

### NEXT REVIEW

July 2025

### POLICY LOCATION

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