

## VCAL Attendance Policy

Students in a VCAL course at Djerriwarrh Community & Education Services (Djerriwarrh) are required to attend all time-tabled classes and excursions in order to maximise their learning opportunities and ensure satisfactory completion of all assessment within the VCAL course. Students are expected to attend full-time for 25 hours per week, or equivalent. These total hours of attendance may vary when considering the individual and specific needs of a student. Part-time hours may be negotiated on an individual basis.

Djerriwarrh expects a minimum 80% attendance rate from students. Attendance includes all approved activities such as explained absences, VET classes, excursions and industry placements or Structured Workplace Learning (SWL).

Djerriwarrh encourages and supports students who have difficulty in meeting the attendance requirements. Appropriate and relevant systems are negotiated to meet the individual circumstance and assist with improving attendance.

Student attendance will be monitored throughout the year. Students in the VCAL program and their parents/guardians if a student is under-18, will have attendance expectations clearly communicated to them through the student handbook and student package, and at enrolment.

Djerriwarrh will:

- identify and support all students at risk of non-attendance.
- support student attendance by liaising with and utilising the expertise of:
  - Djerriwarrh staff
  - school staff (as required)
  - locally based support agencies
- develop and implement strategies to support students and their families to arrive on time each day and to remain at Djerriwarrh for the day
- clearly communicate with parents/guardians about their obligation to inform Djerriwarrh of the reason for a student's absence and of the processes that will be followed where an absence occurs
- ensure that accurate data is collected in relation to attendance and participation.

<b>Associated Policies</b>	<p>PO 072 VCAL Student Well Being and Duty of Care Policy</p> <p>PO 067 VCAL Student Selection and Enrolment Policy</p> <p>PO 069 VCAL Discipline Policy</p> <p>PO 010 Training Administration and Records Management Policy</p> <p>PO 068 VCAL Assessment Policy</p> <p>PO 083 Child Safety Code of Conduct</p>
<b>Associated Procedures</b>	<p>PR 010a Training Administration and Records Management Procedure</p> <p>PR 066a VCAL Attendance Procedure</p> <p>PR 072a VCAL Student Well Being and Duty of Care Procedure</p> <p>PR 072b Supervisor Procedure</p> <p>PR 072c Excursion Procedure</p> <p>PR 067a VCAL Student Selection and Enrolment Procedure</p> <p>PR 069a VCAL Discipline Procedure</p> <p>PR 068a VCAL Assessment Procedure</p>
<b>Other associated documents</b> <b>Internal</b>	VCAL Student Handbook
<b>Relevant Legislation</b>	<p>Education and Training Reform Act 2006 (Vic)</p> <p>Working with Children Act 2005 (Vic)</p> <p>Charter of Human Rights and Responsibilities Act 2006 (Vic)</p> <p>Disability Act 2006 (Vic)</p> <p>Disability Discrimination Act 1992 (Com)</p> <p>Privacy Act 1988</p>
<b>Other associated documents</b> <b>External</b>	<p>National Youth Participation Requirement</p> <p>VRQA: Guidelines to the Minimum Standards and Requirements for School Registration</p> <p>AQTF Essential Conditions and Standards for Continuing Registration</p> <p>VRQA Guidelines for VET Providers</p>