

# The Springfield Anglican College

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## Student Attendance Policy

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Document Approval and Version Control			
Version:	1.1	Approved by:	Principal
Last amended:	February 2022	Date Approved:	November 2021
Contact Officer:	Risk and Compliance Manager	Next Review Due:	November 2024

## 1 Overarching policy

Board Policy No. 8 – Student Management Policy

## 2 Policy statement

The Springfield Anglican College (**College**) is committed to providing a safe and supportive learning environment for all students. Regular student attendance at the College is integral to successful academic, employment and social outcomes.

## 3 Special note

This policy should be read together with the Protecting Children and Young People in Anglican Education Policy, Guidelines and Procedures which deal with matters of harm, sexual abuse or inappropriate behaviour and must be kept at the forefront when considering and implementing the contents of this policy. In the event that reasonable suspicions exist that harm, and/or sexual abuse has occurred or is likely to occur, the Protecting Children and Young People in Anglican Education Policy, Guidelines and Procedures must be followed.

## 4 Scope

This policy applies to all staff and students.

## 5 Principles

- 5.1 Parents have a legal responsibility to ensure that their child receives an appropriate education.
- 5.2 There is a direct correlation between a student's attendance at school and their level of achievement.
- 5.3 Patterns of attendance/absence are set up in the early years of schooling.
- 5.4 Students are expected to attend the College on every school day.

## **6 Our policy**

- 6.1** All students are required to attend the College daily (Monday to Friday) on designated school days, unless alternative arrangements have been made with the College.
- 6.2** The College manages student attendance through the Student Attendance Procedure.

## **7 Policy administration**

This policy will be reviewed 3 years from the date of the approval shown herein unless circumstances require that an earlier review be conducted.