



TRUANCY POLICY

1 THE HAZARD – TRUANCY

Truancy is the absence from school of a school aged student, without the consent of parents/guardians, during school hours.

Common reasons for truancy include boredom at school, embarrassment and frustration at poor performance, fear of bullying or harassment, family stress or conflict, homelessness and defiance of authority.

Truancy can compound the problems of students who are already behind in class as a result of behavioural, emotional or learning difficulties. They gradually fall further behind in their studies and jeopardise their chances of completing their education.

This increases the risk of students dropping out of school, becoming involved in delinquency and ultimately, reducing their adult employment prospects.

2 ENROLMENT & ATTENDANCE POLICIES

In line with our legal obligations, Minaret College has developed detailed policies and procedures to manage our obligations relating to Enrolment and Attendance of students. Refer to our Student Enrolment Policy and Student Attendance Policy.

This policy has been developed specifically to manage issues relating to truancy.

3 MINARET COLLEGE'S POLICY

Minaret College is committed to the management of regular school attendance and providing a safe and positive learning environment which promotes engagement and participation.

It is our policy that:

- a) All unauthorised absences from school are unacceptable;
- b) High expectations of attendance will be made known to all students;
- c) Processes for unexplained student absences are implemented to reduce absenteeism and ensure the safety of students;
- d) Truancy prevention strategies are developed and implemented with the school community considering the needs of students; and
- e) Early intervention strategies and family support programs will be provided.

4 MANAGEMENT OF NON-ATTENDANCE - IMMEDIATE

College absenteeism is monitored closely to identify students who are truanting.

To avoid suspicion, parents/guardians are required to contact the school prior to school commencement time to explain their child's absence, late arrival or request for early leave.

In Secondary School, all teachers are required to take a roll call in every class. Primary School staff will take a class roll twice a day. Any student absences are recorded by the class teacher.

Where a student is absent, the Head of School reviews absentee notifications to identify any students that are absent where no notification of absence has been received from a parent/guardian.

Where a student is absent without explanation and cannot be located within one hour parents/guardians are forwarded a text message to their mobile phones such as:

"Minaret College records indicate that your child is absent from school without explanation. Please contact us as a matter of urgency."

If the student's parents/guardians do not contact the school within one hour of sending the text message, attempts will be made to call the parents/guardians and confirm the location of the student.

5 MANAGEMENT OF NON-ATTENDANCE - PARENTAL NOTIFICATIONS

Where parents repeatedly fail to notify the school of legitimate absences, the school will write a letter to parents requesting that they comply with the notification procedures.

In cases of serious non-compliance, the school may request that the parents/guardians attend a meeting with the Executive Principal or their nominees to discuss the importance of parental notifications in ensuring the safety of all students.

6 PERSISTENT NON-ATTENDANCE

All students found to be truanting will be subject to the consequences as outlined in the Discipline – Student Policy.

Where absences are recurrent the school will investigate the student's absences having regard to factors such as the day of the week, the class, subject or year level and particular social group that may affect their attendance.

Parents/guardians will be contacted to discuss issues which may be related to truancy. Where appropriate, the school will work with the parents/guardians and the student to develop an Attendance Improvement Plan.

7 STAFF RESPONSIBILITY

All staff are responsible to ensure that:

- a) Students are made aware of the importance of regular attendance and notification of absences;
- b) Accurate records of student attendance are maintained; and
- c) Where they have suspicions relating to possible truant behaviour they raise this with their Head of School.

8 IMPLEMENTATION

This policy is implemented through a combination of:

- a) Staff training;
- b) Development and implementation of a whole school strategy to encourage regular attendance and to reduce truancy;
- c) Implement strategies to address specific needs of each individual student, according to their reasons for truanting;
- d) Development and promotion of positive relationships within the school by implementing programs that develop social and emotional skills, peer tutoring, mentoring and anti-bullying strategies;
- e) Establishing positive home-school relationships to assist parents/guardians to support their child's attendance at school;
- f) Effective incident notification procedures;
- g) Effective communication procedures;
- h) Effective record keeping procedures; and
- i) Initiation of corrective actions where necessary.

9 RELATED POLICIES

- Attendance Policy
- Bullying Prevention & Intervention Policy
- Student Code of Conduct
- Student Discipline Policy
- Student Promotion Policy
- Enrolment Policy
- Duty of Care Policy

DOCUMENT CONTROL

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