

Notre Dame College Shepparton Shared Attendance Expectations

Ensuring that students attend school each day is a shared expectation of all students, parents and the wider College community.

The table below sets out the Notre Dame College's shared attendance expectations for its students, parents and staff.

	Students are expected to:	Parents/Carers are expected to:	Principals/Teachers and Staff will:
1	attend and be punctual for all timetabled classes every day that the College is open to students	Ensures their child attends school regularly and punctually	proactively promote regular attendance
2	be prepared to participate fully in lessons	uphold the College's expectations with regard to endeavour	mark rolls accurately each learning session
3	bring a note from their parents/carers explaining an absence/lateness if not advised by parents through the established College processes	advise the College as soon as possible when a child is absent	follow up on any unexplained absences promptly and consistently
4	remain on the school premises during school time unless they have permission to leave - from the College and parents	account for all student absences	identify trends via data analysis
5	work with their teachers to develop learning activities to be included in any Student Absence Learning Plan and to be completed during a prolonged absence from College	keep family holidays within scheduled school holidays	report attendance data in the student report and College's Annual Report

6	work cooperatively with the College to develop personal attendance improvement goals and strategies when their attendance has been inconsistent	support their child's learning during absences and work with the College to reintegrate students or arrange distance education after prolonged absences	support students whose attendance is problematic by developing 'Return to School' plans and working with families to implement individualised strategies
7		work cooperatively and collaboratively with the College to develop and implement improvement strategies when attendance has been inconsistent due to reasons deemed unsatisfactory by the College	report lengthy or unexplained absences to the Regional Manager
8			work collaboratively with parents and students to develop an agreed Student Absence Learning Plan when a student will be absent from school for an extended period of time
9			convene a Program Support Group meeting which is attendance focused with parents and students when a student's attendance pattern is of concern to the College
10			provide ongoing intensive support for students if communication with parents has not been possible or if the student's attendance pattern continues to be irregular after the initial Program Support Group meeting