

# SIENA COLLEGE CAMBERWELL STUDENT ATTENDANCE POLICY



**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

<b>Controlled Document:</b>	<b>Date: 05/09/2022</b>	Page 1 of 5
<b>Name of Document:</b>	<b>Revision No.: 1</b>	<b>Authorised by:</b>

# SIENA COLLEGE CAMBERWELL STUDENT ATTENDANCE POLICY



<b>Controlled Document:</b>	<b>Date: 05/09/2022</b>	Page 2 of 5
<b>Name of Document:</b>	<b>Revision No.: 1</b>	<b>Authorised by:</b>

SIENA COLLEGE  
CAMBERWELL  
STUDENT ATTENDANCE POLICY



# SIENA COLLEGE CAMBERWELL STUDENT ATTENDANCE POLICY



<b>Controlled Document:</b>	<b>Date: 05/09/2022</b>	Page 4 of 5
<b>Name of Document:</b>	<b>Revision No.: 1</b>	<b>Authorised by:</b>

#### 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

<b>Controlled Document:</b>	<b>Date: 05/09/2022</b>	Page 5 of 5
<b>Name of Document:</b>	<b>Revision No.: 1</b>	<b>Authorised by:</b>