



Point Cook Senior Secondary College

Attendance FAQ's

Dear Parents and Carers,

At Point Cook Senior Secondary College we value attendance highly. Our attendance motto is 'Attend today achieve tomorrow'. Did you know that if your child has just one day off a term, they will miss 18 hours and 40 minutes of learning in a year? On average students had 90% attendance from 2019-2021, this equates to missing 20 school days a year which is a massive 93 hours 20 minutes per year!

Why do I have to report my child's absence?

Schooling is compulsory for children and young people aged from 6 – 17 years unless an exemption has been granted through the Department of Education and Training.

The Department of Education and Training as well as parents/guardians have a legal obligation to ensure students' whereabouts are recorded during school hours and the explanation meets the responsibilities under the *Education and Training Reform Act 2006*.

What is the attendance percentage students are expected to adhere to?

Students at Point Cook Senior are expected to maintain an attendance percentage of 100%. Where students exceed the school's minimum 90% attendance requirement due to documented extenuating circumstances or prolonged illness (supported by medical certificates), students may be provided with modified assessment conditions in order to satisfactorily authenticate work and demonstrate their knowledge of outcomes.

What if my child is ill, do I need to get a medical certificate?

Students are required to supply a medical certificate if they are absent due to illness or medical reasons, it is important to submit the medical certificate when they return to school.

If the student has missed a Student Assessed Coursework (SAC), Student Assessed Task (SAT) or exam and not supplied a medical certificate they will receive a zero for that piece of assessment (as mandated by VCAA).

- Students who **do** supply a medical certificate will have their absence marked as 'Department approved absence' which is VCE compliant;
- Students who **do not** supply a medical certificate will have their absence entered as a 'non-department approved absence' which will count against their attendance requirement.

How do I report my child absent?

COMPASS – PREFERRED

Parents/guardians have access to Compass through the parent portal; it is the preferred method for logging a student's absence. If you have forgotten your login details, please contact the office; parent/guardian login details will not be provided to students.

PLEASE DO NOT GIVE YOUR CHILD THE LOGIN DETAILS FOR THE PARENT PORTAL. If your child gains access, please contact the school to reset your login details.



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PHONE

If you're unable to log into Compass you can contact the school and follow the phone prompts to the attendance line; when leaving a message, please slowly and clearly state your child's full name, advisory group and reason for absence.

If I need to pick up my child how do I sign them out?

If you need to collect your child during school hours, the school requires a parent/guardian to log onto compass and enter an 'attendance note' for your child and explain the reason for their early departure.

Alternatively, a parent/guardian or emergency contact can come into the office and sign their child out; student may only be collected by an 'authorised' adult and photo ID is required.

Please ensure the contact details for parents/guardian or emergency contacts are kept up to date.

My child is not wanting to attend school, what can I do? What support is available?

The school recognises that attending school every day is more challenging for some than it is for others. There is a range of support available through the school to assist students feeling disengaged and to help parents/guardians support their child to attend school. School councillors, engagement social worker and careers and pathways coordinator can assist students with positive education strategies or to access alternative schooling/careers pathways.

If you feel your child is in need of support please contact the school as early as possible and ask to speak to your child's advisory teacher.