DE Attendance

Policy Scope
This policy is for the management of ACC Southlands Ltd. The Principal or their delegate is responsible for the implementation of the policy and any procedures.

Policy
The School Education Act (1999) requires that the student attends the school on site or an educational program of the school elsewhere as directed by the principal. The parents of a child who is enrolled in a school are responsible under the Act for ensuring their child is attending on a daily basis. Parents or other responsible persons may be asked to provide an acceptable explanation for any absence to the principal.

The purpose of this policy is to define how the school will “take attendance” for students who are enrolled in the distance education learning program.

It is understood that a distance education student will not be located on the physical campus but that they will be attending school from home or another location.

Distance Education Enrolment Register
1. DE student details are to be maintained on Quickschools. This includes:
   a. Full Name
   b. Address
   c. Contact Details
   d. Enrolment Date
   e. Attendance Records
   f. Withdrawal Date

2. The Quickschools database is to be exportable to MS Excel format if the Principal, School Board or other compliance body wishes to view the current DE enrolment

Attendance by Quickschools
1. The parent/supervisor is required to verify their child’s daily attendance in distance education through Quickschools
2. The parent/supervisor will login using their own username and password once per week to verify their child’s attendance. Attendance can be marked as:
   a. Present - meaning that the student was at school during the day
   b. Absent - meaning that the student did not do school on that day. The parent may indicate the reason for the student’s absence.
3. Acceptable Absences:
   a. Sickness
   b. Bereavement
   c. Other - as determined by the Principal

Attendance by Teleconference (for Primary School)
1. The school will put in place an additional check on the attendance of distance education students through the use of teleconferencing
2. A fortnightly teleconference will be scheduled for class groups for the purpose of communicating with the cohort and for the purpose of maintaining regular contact with every student in the program.

3. Failure to attend the teleconference without excuse is grounds for withdrawal from the DE Program.

**Attendance by Completion of Work**

1. Students are to participate in their courses through the completion of work. Completion of work could include but is not limited to:
   a. Participation in class forums
   b. Completion of class quizzes
   c. Completion of assessment tasks

2. If a student is having difficulty completing their work they must contact the teacher of the course.

3. Failure to complete work as per the direction of the DE teacher is grounds for withdrawal from the DE Program.

**How is attendance at ACC monitored?**

The school is sensitive to individual circumstances including social and cultural contexts and offers flexible delivery and individual educational programs.

The school monitors the completion of the attendance requirement through the processes listed above and through a weekly audit of the attendance system.

Students who have not attended for three weeks, without an acceptable reason, will be referred to the Principal for actioning of the withdrawal process from the school.

**Policy Review**

On change of legislation or at the discretion of the School Board of ACC Southlands Ltd.

**Policy Version**

3.0