

Alesco Student Attendance Policy

Scope

This policy relates to all campuses of Alesco Secondary College

Purpose

The purpose of this policy is:

- To ensure correct procedures for registering student attendance; including maintaining an attendance register in a form approved by the Minister of Education that must be made available for inspection during school hours by any authorised person.
- To provide clear information to students and primary caregivers regarding attendance requirements and the consequences of unsatisfactory attendance
- To ensure that encouraging and monitoring regular attendance is a core school responsibility
- To ensure the school has effective measures in place to contact primary caregivers when they have failed to provide a satisfactory explanation for an absence
- To ensure that for students with attendance concerns, the learning and support needs of those students are addressed in consultation with primary caregivers.
- To ensure that when any matter relating to school attendance where safety, welfare and wellbeing concerns for the student arise, all required Mandatory Reports are made.

Definitions

Attendance Variation:	refers to types of attendance where the student may not be on school grounds but is engaged in agreed activity and considered engaged with the school and program of study. Attendance variations include exempt, flex or school business.
Compulsory school age:	a child who is of or above the age of 6 years and below the minimum school leaving age.
Minimum school leaving age	17 years. Until a student is 17 they have the following options: • full time education (school; TAFE, traineeship, apprenticeship) • full-time paid employment of an average of 25 hours per week, or • a combination of both of the above.
School Refusal:	refers to when a child or young person refuses to attend school and/or has problems remaining in class for an entire day and is mental health based. Parents/carers are aware of school refusal absences and no attempt by the child is made to conceal these absences.
Truancy:	refers to concealed absences by the child or young person, without parent/carer knowledge. Truancy is not mental health based and usually involves the child or young person engaging in alternate behaviours.

Chronic Absenteeism	is the result of a student engaging in frequent school refusal or truancy behaviours. It may present as extended absences from school, periodic absences from school, missed classes or chronic
Tardiness.	Students with chronic absenteeism and not making sufficient progress despite reasonable adjustments, are at risk of withdrawal.
Re-engagement:	Attempts to re-engage students with the school will continue whilst ever the student continues to demonstrate efforts to improve their attendance at school, as long as extended absences do not create barriers deemed too challenging for any substantial engagement in the education program.
Students with chronic absenteeism may not be able to commit to completing an HSC nor receive an ATAR, if this is the case Alesco will encourage students to complete a non-examinable HSC pathway, Re-engaging students are strongly encouraged to participate in non-ATAR courses for the duration of their senior studies. Alesco believes that finishing Year 12 can be a positive factor in a student's life, regardless of final marks.	
Delegated Authority:	refers to any person who has been given permission to authorise a particular action or process. Delegated Authority is a process where a manager may allocate duties to other staff.
Primary Caregivers:	refers to any person who has been designated as the primary parental or support role for the student as documented on the student's enrolment form and may include Out of Home Care
Head of Campus (HoC):	refers to the role responsible for the day-to-day leadership and operation of their campus.
Student Wellbeing Officer (SWO):	refers to the role responsible for providing the wellbeing support for students.

Policy

Alesco will maintain accurate records of student attendance in accordance with NESA requirements and where issues are identified regarding student attendance implement processes to support improved attendance outcomes.

Related documents, forms, and legislation

AS-PR-002 Alesco Student Attendance Procedure

[NESA Registered and Accredited Individual Non-government Schools Manual](#)

AS-PO-003 [Alesco Student Management and Support Policy](#)

[AS-PO-001 Alesco Enrolment Policy](#)

Student Handbook

Review

This policy review period is two(2) years or when legislative changes require changes to the policy (whichever is shorter).

Policy Owner	Alesco Secondary College Principal		
Approval Authority	Chief Executive Officer		
Date of Endorsement	2/4/2026	Next Review Date	2/4/2028