



ATTENDANCE POLICY

Rationale: *The Education Act* requires that children of school age (six to sixteen) resident in Victoria are required to be in full-time attendance at a government or registered non-government school unless they are receiving approved home tuition, correspondence education or have been granted an exemption by the Regional Director.

1.0 PURPOSE

- 1.1 To maximise student learning opportunities and performance by ensuring that children required to attend school, do so regularly and without unnecessary or frivolous absences.
- 1.2 To have in place, agreed processes for managing truancy, within the school.

2.0 GUIDELINES

- 2.1 The school recognises that education is a sequential process. Absences often mean students miss important stages in the development of topics, causing them to find “catching up.” difficult. Absenteeism contributes significantly to student failure at school.
- 2.2 All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent eg illness.
- 2.3 Parents have a responsibility to ensure that their children attend school regularly and are only absent if ill or absolutely necessary.
- 2.4 The Principal has the responsibility to work with families to ensure maximum attendance for all students.

3.0 IMPLEMENTATION

- 3.1 Class teachers mark the attendance twice, daily.
- 3.2 Attendance records will be entered into CASES, on a regular basis.
- 3.3 Parents of absent students are required to provide a written note or complete the absence forms, detailing reasons for absence. These notes will be retained by the school administration.
- 3.4 Staff members are to bring to the attention of the Principal any student/s whose attendance is irregular, any students who do not provide written notes adequately explaining absences, or whose absences appear unwarranted.
- 3.5 The Principal has the responsibility to ensure the attendance records are maintained and monitored at school and to ensure any unexplained absences are investigated and that high levels of absenteeism are adequately explained.
- 3.6 The Principal will ensure that parents of students with high levels unexplained or unapproved are contacted, with the view to developing and implementing strategies to minimise absences.
- 3.7 Unapproved absences are often indicative of other problems including engagement and family issues, so support strategies employed by the Principal, will be determined on a case by case basis.
- 3.8 The Principal will, after consulting with the class teacher, attendance records and the student will decide upon the strategies to be used. These strategies will be implemented using the procedures outlined in the Effective Schools are Engaging Schools.
- 3.9 Student attendance and absence figures will appear on student half year and end of year reports.
- 3.10 Student attendance data is reported to DEECD and the wider community as part of the

annual report.

3.11 The school will promote a culture of “punctuality” and “it is not ok to be away,” will be explained and taught.

3.12 The benefits of regular and timely school attendance will be conveyed to the students and the community via the school newsletter.

4.0 4.1 An extensive review to take place in 3 years time.

Policy Approved November, 2011