



ATTENDANCE POLICY

RATIONALE

Children of school age (5-17 years) residing 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.

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.

PURPOSE OF THE POLICY

To maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly, and without unnecessary absences.

GUIDELINES FOR ACTION

1. All enrolled students are required to attend school for the full school day unless reasonable and valid grounds exist for them to be absent. Illness is reasonable grounds for an absence, shopping excursions or birthday parties are not.
2. Parents have a responsibility to ensure that their children attend school regularly.
3. Parents have a further responsibility to provide a written note, complete an absence form, send an email or phone the school on the date of the absence explaining why an absence has occurred or on the first return date to school.
4. Absence notes are to be sent to the office by the classroom teacher upon receipt clearly identifying the student, grade, date/s of absence and reason. On notification the classroom teacher is to record the correct code for the absence on Sentral.
5. Administration staff will complete the absence register in Sentral upon receipt of telephone advice of absence including details of the call in the 'comments' section on Sentral.
6. Teachers will mark the attendance roll in Sentral, both in the morning (prior to 9.30am) and the afternoon (2.30pm).
7. Classroom teachers will update attendance data and late arrivals in Sentral. Administration staff will update early leavers in the Sentral database.

8. The Principal has a responsibility to ensure that attendance records are maintained and monitored at school.
9. The Principal has a further responsibility to ensure that unexplained absences are investigated, and that high levels of absenteeism are adequately explained.
10. Parents of students who had three consecutive absences will be contacted for an explanation. The classroom teacher is to contact the parent in the first instance. Information is to be recorded on Sentral, eg discussion or attempt to make contact.
11. The Principal (or nominee) will contact parents of students with high levels of unexplained or unapproved absences, with a view to developing and implementing strategies to minimise absences. Reference of the call to be recorded on Sentral.
12. Irregular attendance or lack of cooperation regarding student attendance may result in a formal attendance conference being organised. If attendance issues remain unresolved a report by the Principal may be made to the Department of Human Services.
13. The Department of Education and enrolment auditors may seek student attendance records.
14. Student absence figures will appear on student half year and end of year reports.
15. Aggregated student attendance data is reported to the Department of Education and the wider community each year as part of the annual report.

This policy is to be read in conjunction with DET policy:

<http://www.education.vic.gov.au/school/principals/spag/participation/pages/attendance.aspx>

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Reviewed: 27th April 2016

Ratified by School Council: 10th May 2016