



Attendance

Last ratified by School Council: 9th September, 2014

RATIONALE

The *Education Act* requires that children of school age (six to seventeen years) 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.

AIMS

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

IMPLEMENTATION

- 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.
- All enrolled students are required to attend school 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.
- Parents have a responsibility to ensure that their children attend school regularly, and are only absent if ill or if absolutely necessary.
- Parents have a further responsibility to provide a written note or return a completed absence form (See Form 1- Appendix 2) to the school explaining why an absence has occurred.
- The Principal has a further responsibility to ensure that unexplained absences are investigated, and that high levels of absenteeism are adequately explained. (See Form 2 – Appendix 2).
- When satisfactory notification of a student absence is not received actions will be undertaken by the Principal. (see Appendix 1.)
- The Principal will ensure parents of students with high levels of unexplained or unapproved absences are contacted, with the view to developing and implementing strategies to minimise absences.
- Students with excellent attendance records will receive certificates of achievement.
- The Principal has a responsibility to ensure that attendance records are maintained and monitored at school. All student absences are recorded in both the morning and the afternoon by teachers.
- Student absences are aggregated on our CASES21 database and are communicated to the Department of Education.
- The Department of Education and enrolment auditors may seek student attendance records.
- Student attendance and absence figures will appear on student half year and end of year reports.
- Aggregated student attendance data is reported to the wider community each year as part of the Annual Report.

EVALUATION

This policy will be reviewed as part of the school's policy review process.

APPENDIX 1

ACTIONS TO BE UNDERTAKEN BY THE SCHOOL PRINCIPAL

- When a student is absent and the school has not been notified telephone contact will be attempted.
- When the school is not notified of the reason for an absence within five days the school will send home a request for a reason using Form 1.
- When the school is not notified of a reason within 10 days of an absence the school will attempt another telephone contact and/ or send home a request for a reason via the postal service.
- Ongoing unexplained absences or lack of cooperation regarding student attendance will result in a formal attendance conference being organised.
- Unresolved attendance issues may be reported to the Department of Human Services.



STUDENT ABSENCE FORM

Form 1

Student Name: Class:.....

Date of Absence:

Reason for Absence:

Parent Signature: Date:



STUDENT ABSENCES

Form 2

Date:

Dear Parent / Guardian,

It has been brought to my attention that your child/ren
has/have been absent from school recently and has/have not yet provided a written note
explaining the reason for the absence/s.

The date/s of the absence/s are:
.....
.....

Signed: