



# Attendance Policy



## Rationale:

Students of school age (six to fifteen 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, have a shared enrolment with a specialist setting, have received exemption from the Regional Director (Schools) or are enrolled in correspondence education. School times are 9.00am till 3.30pm. Student Attendance Guidelines.

## Aims:

- To maximise learning opportunities and engagement by ensuring student absenteeism and lateness is kept to a minimum.
- To put into place agreed processes for managing absence and lateness within the school.

## Definitions:

### **Lateness:**

You are deemed to be late if reporting to the office or classroom after the 9.00am bell

### **Valid reason for absence:**

- Your child is too sick or injured to go to school.
- Your child has an infectious disease.
- ***The Principal is provided with any other genuine and acceptable reason for absence.***

'It's Not OK to be Away' DEECD 2006

### **Early leaving:**

You are deemed to be leaving early if exiting school premises prior to 3.30p.m.

## Responsibilities:

*'In most schools attendance is seen as fundamental to the teacher's role and is not the individual responsibility of any one member of the school team.'* Student Attendance Guidelines.

### **Students will:**

- attend all of each school day, 9.00am to 3.30pm Monday to Friday.

### **Parents/ Carers will:**

- ensure their child/children attend school every day
- provide a written note or telephone explanation to the office, detailing the reason/s for any absences. *These notes and telephone records are to be retained at the general office.*
- sign the 'late/early release book' with a valid reason if their child is late or needs to leave early

### **Class teachers will:**

- mark the electronic attendance roll prior to 9.15 am and at 2.30 pm each day;
- ensure specialist teachers taking classes in the first session and the last session have the responsibility of marking the roll electronically before 9.15am and at 2.30pm respectively
- make initial telephone contact with parents - after 2 consecutive days absence without communication and
- bring to the attention of the Wellbeing Team any students who are frequently late and/or whose attendance is irregular and any students who do not provide adequate explanations

### **Casual Relief Teachers will:**

- be provided with hard copies of the class roll and will mark them before 9.15am and at 2.30pm each day and will send them to the office directly after marking.

**Administrative staff will:**

- record details from telephone calls reporting any absences, and ensure late/early release book is correctly completed by parents.
- ensure updated attendance data is entered into CASES21 daily;
- prepare attendance, absence, early leaving and late arrival records to form part of each child's half-year and end of year progress reports to parents;
- send letters to parents via classroom teachers each month querying unexplained absences;
- alert the Wellbeing team of absences they believe should be investigated.

**Wellbeing & Leadership team will:**

- monitor attendance and lateness.  
*'Absence records are to be carefully and regularly scrutinized to identify any action and support needed'* Student Attendance Guidelines.
- implement whole school approaches to increasing student attendance and decreasing lateness;
- support students with high absences by consulting with the teacher, attendance records and the student, and deciding on a strategy to be employed.
- determine the best support strategies to employ on a case-by-case basis, as absence from school is often indicative of other problems including disengagement and family issues.

Support strategies may include:

- Contacting the parent/s
- Providing education and support for parents and/or students
- Home visits
- Formation of a support group for the student
- Using school attendance as a prerequisite to extra-curricular activities

Ongoing issues with absences will be reported by the Principal to the appropriate welfare and government agencies.

**Evaluation:**

- This policy will be reviewed as part of the school's four year policy review cycle.

This policy was last ratified by School Council in....

May 2012