**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.  

**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.’  

**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