



Attendance Policy



Rationale:

Students 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, 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.***
'Every Day Counts' DET 2014

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, telephone explanation or tiqbiz notification to the office, detailing the reason/s for any absences.

Absence notes will be retained in accordance with the Department of Education and Training (DET) guidelines.

- Record electronically with a valid reason if their child is late or needs to leave early

Class teachers will:

- mark the attendance roll prior to 9.15 am and at 2.40 pm each day
- ensure specialist teachers taking classes in the first session and the last session have the responsibility of marking the roll before 9.15am and at 2.40pm respectively
- make initial telephone contact with parents – on the third day of absence if no communication is received
- 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 2.40pm each day and will send them to the office directly after marking

Administrative staff will:

- record details from telephone calls or tiqbiz notifications reporting any absences.
- 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
- Ensure that any concerns regarding absence or lateness is conveyed during transition sessions for students

Support strategies may include:

- Contacting the parents/carers
- 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 or their nominee to the appropriate welfare and government agencies.

Reference: Education and Training Reform (School Attendance) Regulations 2013

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....

September 2016

