	<b>Policy Name:</b>	Attendance	<b>First approved:</b>	05/2011
			<b>Last approved:</b>	05/2017
	<b>Responsible:</b>	Well-being committee	<b>Review date:</b>	05/2020

## 1. **Rationale:**


- 1.1 The Education Training Reform Act Act 2006 requires that children of school age 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
- 1.2 Education is a sequential process. Absences often mean students miss important stages in the development of learning.
- 1.3 Absenteeism contributes significantly to student failure at school.
- 1.4 Absenteeism in the early stages of schools often escalates into “school refusal” behaviour in later years.
- 1.5 All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.
- 1.6 Whilst ensuring student attendance at school is a legal obligation of parents, supporting students to attend school each day is the shared responsibility of all parents, students, the school and the wider community.

## 2. **Aims:**

- 2.1 To maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly, and without unnecessary or frivolous absences.
- 2.2 To minimise disruption to the school day and student learning by ensuring that students are punctual and attend during all available school hours.
- 2.3 To ensure that parents provide adequate notification to the school of the reasons for absences as they occur.
- 2.4 To ensure that there is an on-going education program for the community that supports full attendance by students.
- 2.5 To provide regular and relevant feedback to parents regarding student attendance.

## 3. **Implementation:**

- 3.1 This policy operates in conjunction with the Student Engagement Policy which articulates the school community’s shared expectations in the areas of student engagement, attendance and behaviour, and outlines a series of processes, actions and consequences when regular attendance is not consistent.
- 3.2 Parents have a legal and moral responsibility to ensure that their children attend school regularly and are only absent if ill or if absolutely necessary.
- 3.3 Parents have a further responsibility to provide a verbal notification, a written note or return a completed absence form to the school explaining why an absence has occurred.
- 3.4 The principal has a responsibility to ensure that attendance records are maintained and monitored at school.
- 3.5 All student absences are recorded in both the morning and the afternoon by teachers, are aggregated on our Student Records database and communicated to the Department of Education and Training.
- 3.6 The Sentral platform will be used for daily recording and monitoring of attendance as well as providing data access and analysis.
- 3.7 Attendance data will be regularly uploaded to the DET CASES21 office system for reporting purposes.

	<b>Policy Name:</b>	Attendance	<b>First approved:</b>	05/2011
			<b>Last approved:</b>	05/2017
	<b>Responsible:</b>	Well-being committee	<b>Review date:</b>	05/2020

- 3.8 The Department of Education and Training and/or enrolment auditors may seek student attendance records.
- 3.9 The principal has a further responsibility to ensure that unexplained absences are investigated, and that high levels of absenteeism are adequately explained.
- 3.10 Where students have failed to attend for 2 days and no reason has been provided by the parents/guardians, the school will make contact with the family to ascertain the reason for the absence.
- 3.11 The school will contact parents of students with high levels of unexplained or unapproved absences, with the view to developing and implementing strategies to minimise absences.
- 3.12 The school will provide active support (including targeted responses and effective intervention strategies) for full student attendance and retention and respond to individual student circumstances when regular attendance is not consistent.
- 3.13 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 by the principal to Children's Services and/or the Department of Education and Training.
- 3.14 Student attendance and absence figures will appear on student half year and end of year reports.

#### **4. Evaluation:**

- 4.1 Aggregated student attendance data is reported to the Department of Education and Training and the wider community each year as part of the annual report.
- 4.2 Department of Education and Training auditors may audit the school's student attendance records each year.
- 4.3 This policy will be reviewed as part of the school's three-year review cycle.

References:

Attendance Guidelines

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

[Every Day Counts in the Classroom](#)

<https://www.telethonkids.org.au/news--events/news-and-events-nav/2014/march/every-day-counts-in-the-classroom/>