



ATTENDANCE POLICY

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 formally exempt. Our school requires that post-compulsory aged students also attend school unless a valid reason exists.

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.
- All enrolled students are required to attend school unless reasonable and valid grounds exist for their absence.
- Parent/carer/s have a responsibility to ensure that their children attend school regularly and are only absent if ill or if absolutely necessary. Parent/carer/s have a further responsibility to provide a written note to the school explaining why an absence has occurred.
- A staff member will be responsible for monitoring and investigating student absences.
- Parents/carer/s of students who are to be absent are required to telephone the school before 9:00am to report the absence. If communication from parent/carer/s of an absent student is not forthcoming they will be notified via the school system of the students' absence.
- Independent students not living with parents or guardians are also required to provide notes.
- Unexplained or inadequately explained absences will prompt communication with parent/carer/s and the student involved so as to implement strategies that will resolve the problem.
- Ongoing unexplained absences, or lack of cooperation regarding student attendance will result in a formal attendance conference being organised. Unresolved attendance issues of post-compulsory students may result in their expulsion from school. Unresolved attendance issues for students required to attend will result in year level failure and may be reported to the Department of Human Services.
- The principal will ensure all student absences are recorded each period by teachers, are aggregated on our CASES21 database and 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 Department of Education and the wider community each year as part of the annual report.

EVALUATION

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

Approved By	Wendy Smith, School Council President
Approval Authority	
Date Implemented	2018