



Attendance Policy

Rationale

- The *Education Act 1958* requires that students of school age (six-sixteen 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, correspondence education, or have been granted an exemption by the Regional Director.

Aims

- To maximise student learning opportunities and performance by ensuring that students required to attend school do so regularly and without any unnecessary absences.

Implementation

- Education is a sequential process. Absences often mean students miss vital stages in their learning making it difficult for them to catch up.
- Absenteeism contributes significantly to student failure at school.
- All enrolled students are required to attend school unless reasonable grounds, usually illness exists for them to be absent.
- Parents have a responsibility to ensure that their students attend school regularly and on time and are only absent if ill or if absolutely necessary.
- Parents have a further responsibility to provide a written note or contact the school explaining why an absence has occurred.
- The Principal has a responsibility to ensure that attendance records are maintained and monitored at school.
The Principal has a further responsibility to ensure that unexplained absences are investigated and that high levels of absenteeism are adequately explained.
- Student attendance and absence figures as well as late arrivals will appear on student half year and end of year reports.
- All student absences / late arrivals are recorded in the morning and the afternoon by teachers, aggregated on CASES21 database and communicated to the *Department of Education and Training*.
- The *Department of Education and Training* and enrolment auditors may seek student attendance records.
- 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.

Whole School Strategies

- Following up student absences promptly and consistently.
- Creating a safe, supportive learning environment where all students experience success through active participation and engagement in purposeful learning.
- Articulating high expectations to all members of the school community.
- Linking families with local community groups and agencies to maximise program and individual support eg. The Koorie Engagement Support Officer.
- Ongoing unexplained absences, or lack of cooperation regarding student attendance will result in a formal report to the Principal, who will then alert outside agencies of the school's concerns.
- Clear written and verbal statements made regularly to parents and carers and students about school and community attendance expectations.

- Whole school modelling of punctuality.
- Whole school attendance initiative where students are awarded for being present and punctual.
- Communicating to parents the effects of absence and the need for targeted interventions.
- Individual students learning plans including attendance and punctuality goals.
- Phone calls to families will be made on the second day of an absence.

Evaluation

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