

STUDENT ATTENDANCE POLICY

'Every Day Counts'

RATIONALE

The Education Act 2013 requires that children of school age (six-seventeen years) resident in Victoria are requested 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.

AIM

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

IMPLEMENTATION

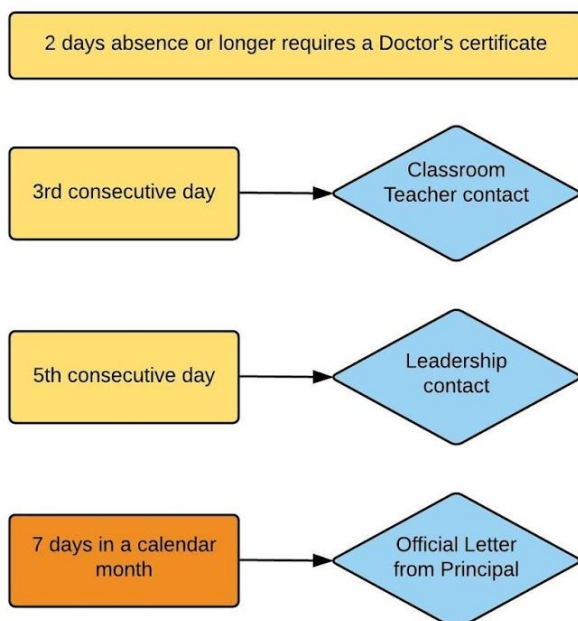
- Education is a sequential process. Absences often mean students miss important stages in the development of topics, causing them to find 'catching up' difficult. Therefore absenteeism contributes significantly to student failure at school.
- All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.
- Parents have a responsibility to ensure that their children attend school regularly and are only absent if ill or absolutely necessary.
- Parents have a further responsibility to communicate with the school explaining why an absence occurred.
- For extended absences, such as holidays, parents are required to fill out a form letting the school know the duration of this absence. This form is available at the Office.
- The Principal has the responsibility to ensure that attendance records are maintained and monitored at school.
- All student absences are recorded electronically by classroom teachers twice daily using NForma software. A printout is automatically generated in the office.

ABSENCES

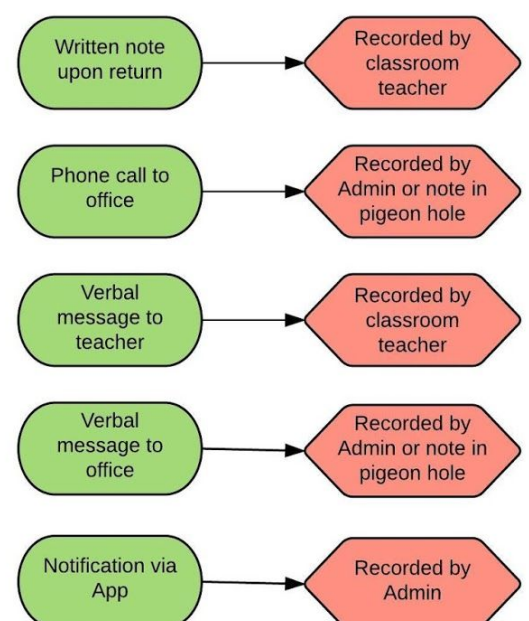
- Classroom Teachers and the Principal have a further responsibility to ensure that unexplained absences are investigated and that high levels of absenteeism are explained. Therefore:
 1. Classroom teachers will contact parents/guardians on the third consecutive day of unexplained absence.

2. Leadership will make contact on the fifth day if unexplained non attendance continues.
3. The Principal will contact the parents/guardians of students with high levels of absenteeism with a view to developing a plan to return to school and implementing strategies to minimise absences.
4. An official letter will be mailed to parents/guardians of students who are absent for seven or more days (cumulatively) in any given month.
5. Parents/guardians are expected to provide a medical certificate for students who are absent for more than two consecutive days.

Procedures for Unexplained Absences



Methods of Absence Notification



- Ongoing unexplained absences or lack of cooperation regarding attendance may result in a formal conference being organised. Unresolved attendance issues may be referred to The Department of Human Services.
- **'Every day counts' (State Government of Victoria Policy)** will be promoted on a regular basis via the school newsletter and app notifications.
- Student absences will be reported on the formal school report in Semester 1 and 2.

LATE ARRIVALS AND EARLY DISMISSALS

- Arriving late to school is very disruptive to class teachers, students and late coming students themselves. Students who arrive late are often distressed entering the classroom after the commencement of lessons and as well as missing out on key learning, they often take some time to settle themselves. Having this occur on a regular basis is very disconcerting and detrimental to learning.

Whilst late arrivals are sometimes unavoidable, making these a regular occurrence must be avoided. Therefore:

1. Class teachers will contact parents after X late arrivals within a calendar month.
 2. Leadership will make contact if late arrivals continue.
- Having students dismissed before the end of the school day on a regular basis is equally disruptive to learning as classes are interrupted and students miss out on learning.

Whilst there may be legitimate reasons for early dismissals, these must be organised formally with the class teacher and leadership. For students without legitimate reasons, the same process for late arrivals will be followed.

EVALUATION

This policy will be reviewed every 3-5 years in consultation with school staff, School Board and families in our school community.