



Attendance Policy

Rationale

The Education Act 2013 requires that children of school age (six-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, correspondence education, or have been granted an exemption by the Regional Director.

Aim

- To maximize 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 that students miss important stages in the development of topics, causing them to find “catching up” difficult and 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 if absolutely necessary.
- Parents have a further responsibility to communicate with the school explaining why an absence has occurred.
- The Principal has a responsibility to ensure that attendance records are maintained and monitored at school.
- All student absences are recorded on the electronic attendance and the Administrative staff are to re-enter it onto SAS 2000 roll daily.
- Parents will be contacted when a daily absence is unexplained.



- Staff are asked to inform the Principal if a student is away for more than 2 days.
- The Class Teacher and Principal have a further responsibility to ensure that unexplained absences are investigated and that high levels of absenteeism are adequately explained.
- The Principal will contact parents of students with high levels of unexplained absences, with a view to developing a plan to return to school and implementing strategies to minimize absences.
- Ongoing unexplained absences or lack of cooperation regarding student attendance may result in a formal conference being organised. Unresolved attendance issues may be referred to D.H.S.
- "IT'S NOT OK TO BE AWAY" will be promoted on a regular basis.
- Student absences will be noted on the formal school report – Semester 1&2.

Evaluation

- This policy was reviewed April 2020