



ATTENDANCE

Rationale:

The *Education Act 1958* requires that children of school age (five-sixteen years) who are residents 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. Education is a sequential process. Absences often mean students miss important stages in the development of topics, causing them to find 'catching up' difficult. Absenteeism contributes significantly to student failure at school.

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:

- All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.
- Illness is reasonable grounds for an absence - shopping excursions or birthday parties are not.
- 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 provide a written note or return a completed absence form (See Form 1 below) to the school explaining why an absence has occurred.
- Parents should ring the school prior to any anticipated extended absence.
- The principal has a responsibility to ensure that attendance records are maintained and monitored at school.
- All student absences are recorded in both the morning and the afternoon by teachers, are aggregated on our CASES21 database and communicated to the Department of Education and Early Childhood Development (DEECD).
- The DEECD and enrolment auditors may seek student attendance records.
- The Principal/Assistant Principal have a responsibility to ensure that unexplained absences are investigated and that high levels of absenteeism are adequately explained. (See Form 2 below).
- The Principal/Assistant Principal will contact parents of students with high levels of unexplained or unapproved absences, with the view to developing and implementing strategies to minimise absences.
- After 3 days of consecutive unexplained absences, the class teacher will contact the parent/guardian. If unable to do so, the teacher will notify the Principal/Assistant Principal who will continue to locate the student. If unsuccessful, the Principal/A.P. will then inform the Region.
- Ongoing unexplained absences, or lack of co-operation regarding student attendance will result in a formal attendance conference being organised. Unresolved attendance issues may be reported by the Principal to the Department of Human Services.
- Student absence figures will appear on student half year and end of year reports.
- Aggregated student attendance data is reported to the DEECD and the wider community each year as part of the annual report.

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



STUDENT ABSENCE FORM

Form 2

Student Name: **Class:**.....

Date of Absence:

Reason for Absence:



STUDENT ABSENCE FORM

Form 2

Student Name: **Class:**.....

Date of Absence:

Reason for Absence:



STUDENT ABSENCES

Date.....

Dear Parent / Guardian,

It has been brought to my attention that your child

..... has been absent from school recently and has

not yet provided a written note explaining the reason for the absence.

The date/s of the absence/s is/are:

It is a Department of Education and Early Childhood Development requirement that students provide a note from parents explaining all absences.

Therefore, you are required to provide a note covering the above absence/s from school as soon as possible.

Staff Signature.....