

ATTENDANCE POLICY

PURPOSE:

The *Education Act 1958* requires that children of school age (6-15years) 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.

Education is a sequential process. Absences often mean students miss important stages in the development of topics, causing them to find 'catching up' difficult.

We believe that regular absence and punctuality can contribute significantly to students failing to achieve desired learning outcomes at school.

GOALS:

To maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly, on time and without unnecessary or frivolous absences or lateness.

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 will ensure that their children attend school regularly and on-time, and are only absent if ill or if absolutely necessary.
- Parents will provide a written note or return a completed absence form to the school explaining why an absence has occurred.
- Verbal notification in the case of a phone call is acceptable as notification of an absence if a written note has not been supplied
- The Principal will ensure that attendance records are maintained and monitored at school.
- All student absences will be recorded in both the morning and the afternoon by teachers, are aggregated on our CASES database and communicated to the Department of Education and Training
- Department of Education and Training and enrolment auditors may seek student attendance records.
- The Principal (or nominee) will ensure that unexplained absences and high numbers of late arrivals are investigated, and that high levels of absenteeism are adequately explained.

- The Principal will contact parents of students with high levels of unexplained or unapproved absences and late arrivals, with the view to developing and implementing strategies to minimise absences.
- Ongoing and/or unexplained absences or lack of cooperation regarding student attendance will result in a formal attendance conference being organised. Unresolved attendance issues will be reported by the Principal to the Department of Human Services.
- All Parents/Carers of students absent in years 7–9 will be contacted, daily.
- Teachers will follow the “Student Absence Protocol” for students who are regularly late arriving or absent.
- The College will proactively promote the “IT’S NOT OK TO BE AWAY” program with rewards, certificates for individual and class achievements and acknowledgements to occur regularly at assemblies.
- Student attendance and absence figures will appear on student mid year and end of year reports.
- Aggregated student attendance data will be reported to Department of Education and Training and the wider community each year as part of the annual report.

EVALUATION

This policy to be reviewed as part of the school’s two year review cycle, individually, in teams and with the community in 2017 or more often if necessary due to changes in regulations or circumstances