

# ATTENDANCE POLICY

## POLICY AND PROCEDURES

### Rationale:

- The *Education Act* requires that children of school age (six to seventeen years) 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.

### 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:

- 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.
- 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.
- 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 Compass database and communicated to the Department of Education.
- The Department of Education and enrolment auditors may seek student attendance records.
- The principal has a further responsibility to ensure that unexplained absences are investigated, and that high levels of absenteeism are adequately explained. (See Form 2 below).
- The principal will ensure parents of students with high levels of unexplained or unapproved absences are contacted, with the view to developing and implementing strategies to minimise absences.
- Ongoing unexplained absences or lack of cooperation regarding student attendance may result in a formal attendance conference being organised. Unresolved attendance issues may be reported to the Department of Human Services.

- Student attendance and absence figures will appear on student half year and end of year reports.
- Aggregated student attendance data is reported to the Department of Education and the wider community each year as part of the annual report.

### **Procedure:**

- When a child is absent without an explanation for 1 or 2 days and returns to school, send home Student Absence Form (Form 1). If form is not returned the next day, send home Student Absences note (Form 2). If the second note is not returned the next day please make contact with Wellbeing Officer to follow up on absence/s. The Wellbeing Officer will inform the teacher of the absence. The classroom teacher is to record the absence reason on Compass.
- If a child is absent for 3 or more days without contact from home, classroom teachers are to email Wellbeing Officer to make contact with family. The Wellbeing Officer will inform the teacher of the absence. The classroom teacher is to record the absence reason on Compass.
- If the office receives parent contact explaining an absence, the absence will be recorded on Compass by the office. The office will inform the classroom teacher of the absence.
- If there is failure to make contact with the family it will be recorded on Staged Response by the Wellbeing Officer. Principal and Wellbeing will attempt to make contact through a home visit. If failure to make contact continues, Principal will refer the absence/s to the department 'Attendance Guidance Officer'.

### **Evaluation:**

This policy will be reviewed as part of the school's annual review cycle.

Date: 16/09/2017	Responsibility: School Council	Review Date: October 2018
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# STUDENT ABSENCE FORM

Form 1

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

**Date of Absence/s:**

**Reason for Absence/s:**

Reason (PLEASE CIRCLE)

1. Illness/medical
2. Family Holiday
3. Other (please specify).....

**Parent Signature:** .....

# 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 are:

Reason (PLEASE CIRCLE)

- 4. Illness/medical
- 5. Family Holiday
- 6. Other (please specify).....

It is an Education Department 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.

Regards,  
Phil Barnes  
Principal  
Warrnambool West Primary School