



ATTENDANCE POLICY

1. RATIONALE
 - 1.1 The *Education Act 1958* requires that children of school age (six-fifteen 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.
2. AIMS
 - 2.1 To maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly, and without unnecessary or frivolous absences.
3. IMPLEMENTATION
 - 3.1 Education is a sequential process. Absences often mean students miss important stages in the development of topics, causing them to find 'catching up' difficult.
 - 3.2 Absenteeism contributes significantly to student failure at school.
 - 3.3 All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.
 - 3.4 Illness is reasonable grounds for an absence, shopping excursions or birthday parties are not.
 - 3.5 Parents have a responsibility to ensure that their children attend school regularly, and are only absent if ill or if absolutely necessary.
 - 3.6 Parents have a further responsibility to provide a written note or return a completed absence form to the school explaining why an absence has occurred.
 - 3.7 The principal has a responsibility to ensure that attendance records are maintained and monitored at school.
 - 3.8 All student absences are 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.
 - 3.9 The Department of Education and enrolment auditors may seek student attendance records.
 - 3.10 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).
 - 3.11 The 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.
 - 3.12 Ongoing unexplained absences, or lack of cooperation 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.
 - 3.13 Student attendance and absence figures will appear on student half year and end of year reports.
 - 3.14 Aggregated student attendance data is reported to the Department of Education and Training and the wider community each year as part of the annual report.
 - 3.15 Promotion of "It's NOT okay to be away"
4. EVALUATION
 - 4.1 This policy will be reviewed as part of the school's three-year review cycle.