



Respect

Learning

Teamwork

Perseverance

1. Rationale

1.1. The Education Act requires that children of school age (six to 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.

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.
- 2.2. Education is a sequential process. Absences often mean students miss important stages in the development of topics, causing them to find ‘catching up’ difficult.
- 2.3. Absenteeism contributes significantly to student failure at school.

3. Implementation

- 3.1. All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.
- 3.2. Illness is reasonable grounds for an absence - shopping excursions or birthday parties are not.
- 3.3. Parents have a responsibility to ensure that their children attend school regularly, and are only absent if ill or if absolutely necessary.
- 3.4. Parents have a further responsibility to provide a written note, phone call, email or return a completed absence form to the school explaining why an absence has occurred.
- 3.5. The Principal has a responsibility to ensure that attendance records are maintained and monitored at school.
- 3.6. All student absences are recorded once a day by teachers and, are aggregated on our Sentral database and communicated to the DET.
- 3.7. The DET and enrolment auditors may seek student attendance records.
- 3.8. The principal has a further responsibility to ensure that unexplained absences are investigated, and that high levels of absenteeism are adequately explained.
- 3.9. 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.
- 3.10. 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.
- 3.11. Newsletter articles and posters will be used to promote school attendance.

4. Evaluation:

4.1. This policy will be reviewed as part of the school’s five-year review cycle.

5. References

[DET Attendance Policy](#)

Revision History

Date	Description	Author
15/11/2016	Integrated into new VRQA Index	Environment SC
21/11/2016	Ratified by School Council (with minor amendments)	School Council