

ATTENDANCE POLICY

Rationale:

- The Education Department requires that children of school age (six-seventeen years) 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 absences.
- That regular lateness is minimised as the cumulative effect of this has a major impact on learning and socialisation.

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 contact the school on the day of the absence by telephone, email, dojo or through Compass. They can also provide a written note to the school explaining why an absence has occurred.
- Parents are required to inform the school of extended absences for holidays. They can provide this information by contacting the school by telephone, email, dojo, Compass or use the absence notification form (see form below).
- 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 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.
- The school will contact parents of students with high levels of unexplained or unapproved absences, with the view to developing and implementing strategies to minimise absences.
- 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 and the Department of Education.
- 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 Training and the wider community each year as part of the annual report.

POLICY REVIEW AND APPROVAL

Policy last reviewed	21/06/2021
Approved by	Principal and School Council
Next scheduled review date	21/06/2024



Help for non-English speakers

If you need help to understand the information in this policy, please contact the office on 9587 0877.