



# ATTENDANCE

## POLICY

### **Rationale:**

- 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 formally exempt. Our school requires that post-compulsory aged students also attend school unless a valid reason exists.

### **Aims:**

- To maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly, and without unnecessary 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 students experiencing learning difficulties at school.
- All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.
- 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 a phone message, to the school explaining why an absence has occurred.
- A staff member will be responsible for monitoring and investigating student absences.
- Parents of students who are to be absent are required to telephone the school before 9:30am to report the absence.
- Independent students not living with parents or guardians are also required to provide notes.
- The designated staff member will text message parents of absent students if communication from parents is not forthcoming.
- Unexplained or inadequately explained absences will result in the designated staff member communicating with parents and the student involved so as to implement strategies that will resolve the problem.
- The principal will ensure all student absences are recorded each period by teachers, are aggregated on our CASES database and communicated to the Department of Education.
- The Department of Education and enrolment auditors may seek student attendance records.
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- Aggregated student attendance data is reported to the Department of Education and the wider community each year as part of the annual report.
- In Years 8-12 successful completion of each unit of work is dependent on a student achieving a minimum of 80% attendance. In special circumstances Principal's discretion may be used, depending on the circumstances.

### **Evaluation:**

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

**April 2017**