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 forth coming.
• 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.
• 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