



Student Attendance Policy

RATIONALE

The Education and Training Reform Act 2006 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.

AIMS

- To maximise student learning opportunities and performance by ensuring that all children required to attend school do so regularly, without unnecessary or frivolous absences.

IMPLEMENTATION

- Student attendance will be accurately recorded on class rolls (Compass) by teachers in the morning and afternoon
- All absences are to be accounted for by parents/carers via Compass or either verbal/written communication
- Notes will be collected by the classroom teacher and filed on a daily basis
- Students arriving late to school must be signed in at the register in the office
- Students departing from the school for appointments or illness must be signed out at the register by an authorised adult or school nominee in the office
- Attendance issues should be referred to the Principal/Assistant Principal for discussion
- Attendance targets are to be determined from the Annual Report absence data
- The importance and benefit of school attendance will be promoted to students and their families through strategies such as newsletter articles, parent meetings and classroom activities
- Student attendance will be reported to students and families on mid and end of year reports
- Pro-active strategies in line with Department absence guidelines will be implemented to identify and follow up students with unsatisfactory attendance
- Dependent upon discussions from Student Wellbeing Committee/Student Support Group Committee, a meeting with parents/carers will be convened if nonattendance is persistent and is deemed to be placing a student at risk. Classroom teacher, Principal, Assistant Principal and Parent/Carer may be in attendance at this meeting

RESPONSIBILITIES:

Students/Parents/Carers

- To attend all classes
- To supply teacher with notes from a parent/carers explaining absences
- To inform teachers of known extended absences and seek information about work missed

Teachers

- To maintain class attendance roll
- To follow up consistent lateness
- To show concern for student absence- ask child why they were away and supply work missed
- To monitor student absences and seek support from Team Leaders, Assistant Principal or Principal if concerned about a particular student

Compass Administrator

- To generate and maintain class rolls
- To enter late arrivals and early departures onto Compass

Principal

- To oversee and support teachers, students and parents/carers in the implementation of attendance policy and procedures
- To monitor student attendance data

EVALUATION:

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

Ratified by School Council:	21/08/2017	No. of Pages:	Page 1 of 1
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