



# 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/carer 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

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# Student Attendance Policy

- 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 was last updated on August 21<sup>st</sup> 2017 and is scheduled for review every 3 years.

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