

## 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. Education is a sequential process. Daily school attendance is essential for all children and young people to succeed in education and to ensure they don't fall behind both socially, academically and developmentally. Absenteeism contributes significantly to student progress and engagement at school.

### **Aims:**

To maximise student learning opportunities and performance by ensuring that children, required to attend school, do so regularly and without unnecessary absences. Findon Primary School aims for a 95% attendance rate for all students.

### **Implementation:**

- Findon Primary School has clear processes for monitoring and following up student absences
- Student attendance is tracked and monitored as part of our Student Wellbeing and Engagement policy
- 'Every Day Counts' posters encouraging school attendance will feature prominently, as well as in newsletter articles
- 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 (DET) and the wider community each year as part of the annual report
- All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent
- Parents and Caregivers 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, return a completed absence note or contact the school via voicemail, online IT or app, to explain why an absence has occurred on the day of absence
- Where the school has not been notified of an absence, the school will conduct same day notification of all unexplained absences with the expectations of parents/caregivers making contact with the school. If the parent/caregiver phone number is inaccessible, the emergency contact will be notified
- The Principal or Principal nominee has a responsibility to ensure that attendance records are maintained and monitored at school
- All student absences are recorded both in the morning and the afternoon by teachers, are aggregated on our CASES 21 database and communicated to DET
- The DET 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
- In situations of high absenteeism, the Principal, through formal written notification, will inform parents of their responsibility and seek a meeting to discuss and support students and families to improve attendance and 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 Health and Human Services (DHHS)
- Continued unexplained absences and lack of cooperation regarding student attendance following formal attendance conferences may result in referral to the Student Engagement Team at DET
- Attendance issues that are escalated can lead to an infringement notice being issued by the Student Engagement Team at DET

**Evaluation:** This policy shall be reviewed as part of the ongoing policy and process review.

**Reference:**

DET "E

DET Attendance Policy

<http://www.education.vic.gov.au/school/principals/spag/participation/pages/attendance.aspx>

'EVERY DAY COUNTS' Student Attendance Support Kit and CD

Findon Primary School Attendance Protocol

Findon Primary School Attendance Checklist