

## 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 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 important 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 absences (1. Absence Protocol 2. Attendance Roll Checklist)
- 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 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 to explain why an absence has occurred
- The Principal or Principal nominee has a responsibility to ensure that attendance records are maintained and monitored at school
- All student absences are recorded in both the morning and the afternoon by teachers, are aggregated on our CASES 21 database and communicated to the Department of Education and Training (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
- The Principal will ensure parents of students with high levels of unexplained or unapproved absences are contacted with the view to developing and implementing strategies to 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 Human Services
- Continued unexplained absences and lack of cooperation regarding student attendance following formal attendance conferences may result in referral to the Student Attendance Officer at DET
- Attendance issues that are escalated can lead to an infringement notice being issued by the Student Attendance Officer at DET

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

**Reference:**

DET "Effective Schools are Engaging Schools: Student Engagement Policy Guidelines" *Education and Training Reform Act 2006, Education and Training Reform Regulations 2007 and Education and Training Reform (School Attendance) Regulations 2013*  
'EVERY DAY COUNTS' Student Attendance Support Kit and CD  
Findon Primary School Attendance Protocol  
Findon Primary School Attendance Checklist