



## STUDENT ATTENDANCE POLICY

### AIMS

- To address student absenteeism to state means or below
- To accurately account for all student absences.
- To provide information/education for parents and students on the importance of education and full school attendance.
- To develop strategies for the identification of and early intervention for students who are at risk of developing poor attendance patterns.
- To provide support and strategies for parents, students and teachers to improve student attendance.
- To inform families about the changes to Education, Training and Reform Act of 2006 regarding compulsory school enrolment attendance.

### GUIDELINES

- Student attendance will be accurately recorded on class rolls by teachers in the morning and afternoon.
- Attendance will be entered onto eCases by teachers.
- All absences are to be accounted for by either verbal or written communication.
- The following Reason codes should be used in class rolls:-

111	Late	400	Suspension/In School	611	Sport
112	Early Departure	401	Suspension/External	606	Camp
201	Illness	500	Unexplained	800	Parent Choice
205	Medical Appointment	600	Educational	802	Exempt/Preps/Yr 6 Transition
211	Bereavement	604	Excursion	804	Extended Family Holiday
300	Truancy	610	School Production	805	Religious/Cultural Observation
				901	Industrial Action

- Notes will be collected by the classroom teacher and filed on a daily basis in the roll.
- Students departing from the school for appointments or illness must be signed out at the register in the office.
- Attendance issues should be referred to the Principal/Assistant Principal.
- 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 and parent meetings.
- Student attendance will be reported to students and families on mid and end of year reports.
- Proactive strategies will be implemented to identify and follow-up students with unsatisfactory attendance.
- Dependent upon discussions with Principal/Assistant Principal, 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 will be in attendance at this meeting.
- In accordance with the updated school attendance guidelines of the Department of Education (2018), the school will notify parents and carers as soon as practicable on the same day of an unexplained absence.
- Where a student has been absent from school on a least five full days in the previous 12 months, and the parent has not provided a reasonable excuse for these absences and measures to improve student attendance have been undertaken by the school and have been unsuccessful, the principal can exercise their discretion to refer the matter to the School Attendance Officer for further action. School Attendance Officers can then issue a School Attendance Notice to the Parent giving the parent the opportunity to provide reasonable excuses for these absences. Failure to comply with this Notice may result in the issue of an Infringement Notice, which carries with it a penalty of approximately \$70.
- Regular reviews of attendance rates will take place and parents will be contacted for unexplained student absenteeism over this period.

## EVALUATION

<b>Date Implemented</b>	May 2018
<b>Author</b>	
<b>Approved By</b>	School Council
<b>Approval Authority (Signature &amp; Date)</b>	
<b>Date Reviewed</b>	
<b>Responsible for Review</b>	Principal
<b>Review Date</b>	May 2021
<b>References</b>	Victorian Government Schools Policy Advisory Guide – Student Attendance