Attendance Policy - 2013

Policy Coordinator: The Principal

PURPOSE:
- The Education Act 1958 requires that children of school age (six to fifteen 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.
- To maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly, and without unnecessary absences.

IMPLEMENTATION:
- Education is a sequential process. Absences often mean students miss important stages in the learning process, causing them to find ‘catching up’ difficult.
- Absenteeism contributes significantly to student failure at school.
- All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.
- Parents 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 or return a completed absence form to the school explaining why an absence has occurred.
- The principal 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 sent to the DEECD.
- The Department of Education & Training and enrolment auditors may seek student attendance records.
- The principal has a responsibility to ensure that unexplained absences are investigated, and that high levels of absenteeism are adequately explained.
- The principal will contact parents of students with high levels of unexplained or unapproved absences, 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.
- Aggregated student attendance data is reported to the DEECD and the wider community each year as part of the annual report.

EVALUATION:
- This policy will be reviewed as part of the school’s four-year review cycle.

Ratified by School Council: November, 2013

References:  Student Attendance Guidelines
STUDENT ABSENCE FORM

Form 1

Student Name: ..................................................  Class:..........................

Date of Absence:  /  /

Reason For Absence:

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Parent Signature: ..............................................................