

Attendance

Purpose

The Education Act 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 non-government school unless they are receiving approved home tuition, correspondence education, or have been granted an exemption by the Regional Director.

Aims

- To maximize student learning opportunities and performance by ensuring children required to attend school do so regularly, and without unnecessary absences.
- To put into place agreed processes for managing student absences within the school.
- To create a parent culture that views regular, punctual school attendance and communicating student absences and lateness to the school as important.

Implementation

- All enrolled students are expected to attend school regularly and be punctual.
- Teachers mark the attendance roll at 9:00am and immediately after lunch.
- Attendance, absence and late arrival records form part of each student's half-year and end-of-year progress reports to parents.
- Parents of absent students are required to provide a written note detailing the reason/s for their child's absence. These notes are forwarded to the office for recording in CASES21.

Responsibilities

Students will

- Attend school regularly and be punctual.
- Supply class teachers/office staff with a note from a parent/guardian explaining each absence.

Parents/Guardians will

- Ensure that their child is in school every school day and is on time, unless there is a legitimate reason for the child's absence/lateness.
- Provide an explanation in writing for all student absences.

Class teacher will

- Accurately mark rolls twice daily.
- Follow up on consistent lateness.
- Contact the parents if an absence remains unexplained for more than 2 days.
- Monitor student absences in the class and bring any concerns to the attention of the Principal.
- Encourage students to bring a letter of explanation for absences.
- Re-enforce the message of "It's not OK to be Away" in the class.

Office staff will

- Generate and maintain class rolls.
- Accurately input daily absences and late arrivals/early departures into Cases 21.
- Regularly generate follow up letters for unexplained absences and send home to parents.

Evaluation

The policy will be reviewed as part of the school's three year review.