



ST. PAUL'S PRIMARY SCHOOL KEALBA

Attendance Policy

Purpose of this policy

To ensure all children of compulsory school age are enrolled in a registered school and attend school every day the school is open for instruction.

Aims

To maximise student learning opportunities and performance by ensuring that children required to attend school, do so regularly and without unnecessary or frivolous absences.

To be based upon the understanding that education is a sequential process and that absences may mean students miss important stages in the development of topics, causing them to find 'catching up' difficult.

To ensure that absenteeism is minimised, to facilitate an optimal opportunity for students to have success at school.

To ensure that all enrolled students attend school, unless reasonable and valid grounds exist for them to be absent.

Policy

In accordance with the Education and Training Reform Act 2006, schooling is compulsory for children and young people aged from 6 – 17 years unless an exemption has been granted.

Parents/guardians must enrol a child of compulsory school age at a registered school and ensure the child attends school at all times when the school is open for instruction.

Students are expected to attend the school in which they are enrolled, during normal school hours every day of each term, unless:

- there is an approved exemption from school attendance or attendance and enrolment for the student, or
- the student is registered for home schooling and has only a partial enrolment in a school for particular activities.



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A principal or Regional General Manager (depending on the circumstances) may authorise an exemption and provide written approval for student attendance or attendance and enrolment to be exempt or reduced to less than full time.

For absences where there is no exemption in place, the parent/guardian must promptly provide an explanation on each occasion to the school. The school will determine if the explanation provided is a reasonable excuse for the purposes of the parent meeting their responsibilities under the Education and Training Reform Act 2006.

Schools must maintain attendance records, identify and follow up unexplained absences, and develop policies to support and maintain attendance.

For full details, see: [School Attendance Guidelines \(docx - 148.04kb\)](#)

Attendance records

Schools must record student attendance twice per day in primary schools and in every class in secondary schools and record, in writing, the reason given for each absence. This is necessary to:

- meet legislative requirements
- discharge schools' duty of care for all students
- assist calculation of the school's funding
- enable school councils to report on student attendance annually
- meet Victorian Curriculum and Assessment Authority (VCAA) requirements (for VCE students).

Same day notification of unexplained absences

Schools must advise parents/guardians of unexplained absences, on the same day, as soon as practicable, including for post-compulsory aged students. Using an automated messaging solution (SMS) is an efficient and effective method of notifying parents/guardians of an unexplained student absence.

Related legislation

- Education and Training Reform Act 2006



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Implementation

There are a variety of reasonable reasons for a child not to attend school

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 note 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 by teachers in the morning and the afternoon and are aggregated on the attendance roll.

Ongoing and unexplained absences (more than 3 days) must be reported by the class teacher to the Student Welfare Coordinator, who will ensure these absences are investigated and that high levels of absenteeism are adequately explained. The Student Welfare Coordinator will contact parents of students with high levels of unexplained or unapproved absences, with the view to developing and implementing strategies to minimise absences. This contact is to be by phone or if not able to be contacted by phone, Student Attendance Form 1 is to be used.

Ongoing unexplained absences or lack of cooperation regarding student attendance may result in a meeting between parents and the school. Unresolved attendance issues may be reported to the Department of Human Services

Student attendance and absence figures will appear on students' half year report and end of year report.

Evaluation

This policy will be reviewed as part of the school's four year review cycle.

Written: ***2017***

Ratified: ***2017***

Reviewed: ***2018***



**ST. PAUL'S PRIMARY SCHOOL
KEALBA**

Student Attendance: Form 1

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Student Attendance

Date:

Dear Parent / Guardian,

It has been brought to my attention that your child:

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has been absent from school recently and has not yet provided a written note explaining the reason for the absence.

The date(s) of the absence(s) is (are):

It is an Education Department requirement that students provide a note from parents explaining all absences.

Therefore, you are required to provide an explanatory note covering the above absence(s) from school, as soon as possible.

Staff Signature: