

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 electronically at 8:50am 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 an authorization on Compass detailing the reason/s for their child's absence. These are recorded 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 via Compass 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 have explanation for absences recorded in Compass.
- Re-enforce the message of "It's not OK to be Away" in the class.

Office staff will

- Provide hard copy rolls for use in the case of electronic failure.

- Use Compass to manage absences and send reminders to parents to complete unexplained absences.

Evaluation

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