

Upper Plenty Primary School

ATTENDANCE

POLICY

Rationale:

- The *Education Act 1958* requires that children of school age (six-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.

Aims:

- To maximise student learning opportunities and performance by ensuring that student absenteeism is kept to a minimum.
- To put in place agreed processes for managing student absences within the school.

Implementation:

- All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.
- Teachers mark the roll at 9.10am and 2.00 pm daily
- Attendance and absence records form part of each student's half-year and end-of-year progress report to parents.
- Parents of absent children are required to provide a written note detailing the reason/s for their child's absence. These notes are collected by the class teacher and forwarded to the office.
- The principal has a responsibility to ensure that attendance records are maintained and monitored at school.
- All student absences are aggregated on our CASES database and communicated to the Department of Education and Training.
- The Department of Education and enrolment auditors may seek student attendance records.
- Staff members have a responsibility to bring to the attention of the principal any student whose attendance is irregular, who does not provide written notes adequately explaining absences, or whose absences appear unwarranted.
- Class teachers will contact parents personally or via telephone if a student has more than two consecutive days of unexplained absence.
- The principal will contact parents of students with higher levels of unexplained or unapproved absences, with the view to developing and implementing strategies to minimise absences. Refer to Absence Process Map
- 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 Department of Education and Training and the wider community each year as part of the annual report.
- Students being late to school has an effect on the teacher, other students in their class and themselves in a variety of ways and is not an acceptable practice. Regular school attendance is a prerequisite for improving student learning. Student attendance is the responsibility of everyone in the community. Parents are responsible for making sure their child attends school and is on time EVERY DAY. Parents are also responsible for providing the school with an explanation if the child is away. Students who arrive past 9am or leave before 3.15 are required to be signed in and out at the office.

Evaluation:

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

This policy was last ratified by School Council in....

December 2013