



ATTENDANCE POLICY

Preamble

- This policy encapsulates the procedures our school has put in place to monitor, identify, excuse, record and follow up student attendance to meet the requirements of the *Education and Training Reform Act 2006* and the *Education and Training Reform Regulations 2017*.
- The *Education and Training Reform Act 2006* requires that children of school age (six to seventeen 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.
- Absenteeism contributes significantly to student failure at school.

1. Aims

- To expect that parents and guardians meet their legal obligations in ensuring that their child attends school and to provide an explanation for their child's absence from school.
- To maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly, and without unnecessary or unacceptable absences.
- To report the annual rates of student attendance for the year to the school community.
- Accurate and comprehensive student attendance records, including the reasons for any absences, will be maintained by the school for the legislated period of time.

2. Implementation

- All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.
- Illness is reasonable grounds for an absence and will be considered by the school as 'an approved absence' as well as medical appointments.
- Parents have a legal responsibility to ensure that their children attend school regularly, and are only absent if ill or if absolutely necessary.
- Parents now have a further legal responsibility to provide a written note or return a completed absence form (See Form 1 below) to the school explaining why an absence has occurred.
- The school must advise parents of an unexplained absence on the same day the student is absent.
- Where a child is absent without the school being notified, the school will send the parent a SMS on the day of the absence seeking an explanation for that absence.
- If the parent cannot be contacted the school will attempt to make contact with any emergency contact/s nominated on the student's file held by the school.
- If following contact by the school, no explanation has been provided within **10 days**, the absences will be recorded as unexplained and it will be noted on the student's file.
- The principal has a responsibility to either approve or not approve the absence based on the excuse given by the parent.
- The principal has a further responsibility to ensure that attendance records are maintained and monitored at school.

Respect, Caring, Resilience, Love of Learning, Honesty, Positivity

- All student absences are recorded on Compass in the morning, after a specialist session and after lunchtime by teachers.
- The school will communicate all attendance to the Department of Education and Training (DET).
- DET enrolment auditors may seek to scrutinise student attendance records.
- The principal is responsible to ensure that unexplained absences are investigated and that high levels of absenteeism are adequately explained. (See Form 2 below).
- The principal will ensure parents of students with high levels of unexplained or unapproved absences are contacted, with the view to developing and implementing strategies to minimise absences.
- Ongoing unexplained absences or lack of cooperation regarding student attendance may result in a formal attendance conference being organised and a referral to the School Attendance Officer who may issue a School Attendance Notice to the parent. If attendance does not improve following this, the parent may receive an Infringement Notice from the South Western Victoria Regional Director, which may then result in possible court action.
- Unresolved attendance issues may be reported to the Child First or the Department of Human Services.
- Students with excellent attendance records will receive certificates of achievement.
- Incentives will be provided to students at the end of every term to encourage regular and ongoing attendance
- Posters encouraging school attendance will feature prominently, as well as newsletter articles.
- Student attendance and absence figures will appear on student half year and end of year reports.
- Aggregated student attendance data is reported to DET and the wider community each year as part of the annual report.

3. Evaluation:

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

Ratification Date August 2018	Review Date 2021	Policy No. 106	Version No. 1	Date Produced Year 2015
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STUDENT ABSENCE FORM

Form 1

Student Name: **Class:**

Date of Absence:

Reason For Absence: ___ *Illness* ___ *Medical Appt* ___ *Other*

Parent Signature: _____

**It is now a legal responsibility for parents to provide the school with a reason for their child's absence.*

Please return this completed & signed form to your child's teacher or the main office asap.

CAMBRIDGE PRIMARY SCHOOL

Form 2

STUDENT ABSENCES

Date.....

Dear Parent / Guardian,

It has been brought to my attention that your child 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 are:.....

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It is an Education Department requirement that students provide a note from parents explaining all absences. For more information regarding this requirement visit:

http://www.education.vic.gov.au/school/principals/participation/Pages/attendance_requirements.aspx

Therefore, you are required to provide a note covering the above absence/s from school as soon as possible.

Staff Signature.....