

ATTENDANCE

POLICY

Rationale:

All registered schools in Victoria (including non-government schools), parents of compulsory school-aged children, and School Attendance Officers supports schools and School Attendance Officers to meet their responsibilities and duties under the Education and Training Reform Act 2006, Education and Training Reform Regulations 2007 and Education and Training Reform (School Attendance) Regulations 2013 to ensure students are attending school regularly or are receiving an approved home –school program or tuition course.

Aims:

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

Implementation:

Regional Directors have been re-appointed as school Attendance Officers and as such they record and monitor all absenteeism. As of March 1st 2014 for high absentee students, School Attendance Officers may Issue the following:

- Issue repeat offenders with an official warning.
- Issue an infringement notice or commence proceedings in the Magistrates Court.
- Education is a sequential process. Absences often mean students miss important stages in the development of learning, causing them to find 'catching up' difficult.
- Absenteeism contributes significantly to student failure at school.
- All enrolled students are required to attend school up until the age of 17 unless reasonable and valid grounds exist for them to be absent.
- Illness is reasonable grounds for an absence, shopping excursions or birthday parties are not.
- 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 form (See Attachment) to the school explaining why an absence has occurred. Telephone and direct verbal explanations are appreciated but a written note is still required.
- The principal has a responsibility to ensure that attendance records are maintained and monitored at school.
- All student absences are recorded in both the morning and the afternoon by teachers, are aggregated on our CASES21 database and communicated to the Department of Education and Early Years Childhood Development (DEECD).
- At the end of each month a form is generated by CASES21 detailing unexplained absences and sent home to parents with the principal or delegate following up on any unexplained absences
- The DEECD and enrolment auditors may seek student attendance records.
- The principal will contact parents of students with high levels of unexplained or unapproved absences, with the view to developing and implementing strategies to improve attendance.

STUDENT ABSENCE FORM

Student: _____ Grade: _____

Date of Absence: ___/___/___

Reason for Absence: Sick Medical Certificate supplied

Holiday Other (Please provide details) _____

Parent Signature: _____ Telephoned School:

This policy was last ratified by School Council on....	2018	
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