



# Attendance Policy

*Date of last major review: September 2017*

*Date of next major review: May 2021*

## Rationale:

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 school 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.

## 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.

## Implementation:

- Education is a sequential process. Absences often mean students miss important stages in the development of topics, causing them to find 'catching up' difficult.
- Absenteeism contributes significantly to a student's low achievement in their schooling
- 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 - 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 email the school on the day 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 in both the morning and the afternoon by teachers, using nForma Reporting and Attendance software and communicated to the Department of Education and Early Childhood Development.
- The Department of Education and Early Childhood Development and enrolment auditors may seek student attendance records.
- The principal has a further responsibility to ensure that unexplained absences are investigated, and that high levels of absenteeism are adequately explained.
- Parents will be contacted if their child is not at school by 9:30am and the school has not previously been notified of this absence

- 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' complying with Department of Education and Early Childhood Development Attendance Guidelines.
- Ongoing unexplained absences, or lack of cooperation regarding student attendance may result in a formal attendance conference being organised. Unresolved attendance issues may be reported to the Catholic Education Office Melbourne and/or the Department of Human Services.
- 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 the Department of Education and Early Childhood Development and the wider community each year as part of the annual report.