

Marlborough Primary School

School Policies Manual



ATTENDANCE

Rationale:

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

Aim:

- To maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly.
- To ensure parents accept that regular and on time attendance is paramount in avoiding future truancy.
- To ensure all parties are aware that successful students are well organised and start the day on time.

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 student failure.
- 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. Late nights, shopping excursions or birthday parties are not.

Parent responsibilities

- Parents/caregivers are responsible for getting their children to and from school.
- Children should arrive at school between 8.45 and 8.55 unless required for school activities eg: extra curricula activities
- Children should attend school on every day when instruction is offered unless the school receives a valid reason for being absent.
- Parents have a responsibility to provide the school with an appropriate explanation for the student’s non-attendance. This should comprise a letter or telephone call from the parent. Absence slips may be used and are available via the school website. A written explanation is required for all absences.
- When a student is late for school it is a requirement that the parent accompanies the child to class, explains the reason for the lateness and signs the student in at the appropriate time in the late arrivals book at the office.

- Parents must let the school know if an extended absence is likely or if the teacher needs to arrange work at home for the student.

School responsibilities

- Teachers must monitor each child's attendance.
- Absences and reasons for absence must be recorded on eCASES21 by the class teacher each day.
- Teachers should contact the family if a student is absent without notice after more than 2 days.
- The Principal has a further responsibility to ensure that unexplained absences are investigated and that high levels of absenteeism are adequately explained.
- The Principal or nominee will contact parents of students with high levels of unexplained or unapproved absences, with the view to developing and implementing strategies to minimise absences.
- Ongoing unexplained absences or lack of co-operation regarding student attendance will result in a formal attendance conference being organised. Unresolved attendance issues may be reported by the Principal to Child FIRST or the Department of Human Services.
- The Principal has a responsibility to ensure that attendance records are maintained and monitored at the school.
- All student absences are recorded both in the morning and the afternoon by teachers and are updated on the CASES database by office staff 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.
- Other action will be discussed with the Principal as required.

Evaluation:

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