

Marlborough Primary School

School Policies Manual



ATTENDANCE POLICY

PURPOSE

The aims of this policy are

- To maximise learning opportunities by ensure student absenteeism is kept to a minimum
- To put in place agreed processes for managing student absences within the school
- The create a parent culture that views regular school attendance and communication of student absence to the school as important

OBJECTIVE

Students of school age (6 to 17 years) that reside 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, have a shared enrolment with a specialist setting, have received exemption from the Regional Director or are enrolled in correspondence education.

At Marlborough Primary School we believe:

- 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.

IMPLEMENTATION

Teachers will:

- Accurately mark rolls at 9:00am (at the beginning of the day) and 2:30pm (after the lunch break)
- Follow up on consistent lateness

- Monitor student attendance and contact parents or inform Assistant Principal or Principal if there are frequent absences

Parents will:

- Ensure their child is at school every day unless there is a legitimate reason for the child's absence
- Provide, in a timely manner, an explanation for their child's absence (Compass, letter, email)
- 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.
- When a student is late for school it is a requirement that the parent accompanies the child to the office and signs the student in using the office iPad.

Students will:

- Attend school regularly

The Principal and Assistant Principal will:

- Follow up attendance of those students identified as having unsatisfactory attendance or persistent lateness
- Place articles in the newsletter about school attendance
- At Marlborough Primary School we consider attendance less than 90% to be significantly detrimental to the student's education and a letter will be sent home. This equates to 20 days of absence in one school year.
- 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 Office will:

- Send a text message home to parents/carers of all students with unexplained absences on the day of the absence.

FURTHER INFORMATION AND RESOURCES

DET guidelines

It's Not OK to be Away –Victorian Government

REVIEW CYCLE

- This policy was last updated in November 2018 and is scheduled for review in 2020