

# Marlborough Primary School

## School Policies Manual

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## 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