

ATTENDANCE POLICY

Rationale:

- The *Education Act* states that children of school age (six to sixteen years) 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.
- Murchison Primary School follows the attendance guidelines that are set out by the Department.

Aims:

- To maximise student engagement, learning opportunities and learning outcomes by ensuring that children attend school regularly, and without unnecessary 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 student disengagement from school.
- All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.
- The Principal is responsible for approving or not approving absences.
- Illness is reasonable grounds for an absence, as is attending family funerals or cultural events - shopping excursions or birthday parties are not. Medical appointments should be, if possible, made outside school hours.
- 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 contact the school on the day of the absence, and provide a written note or return a completed absence form (See Form 1 below) to the school explaining why an absence has occurred.
- A formal process for monitoring and following up attendance will be developed for any student that accumulates 5 or more unexplained absences during a 12 month period. (Eg: Attendance notice.)
- Ongoing unexplained absences or lack of cooperation regarding student attendance will result in a formal attendance conference being organised. Unresolved attendance issues may be reported by the principal to the Department of Human Services or an Infringement Notice from DEECD could be issued.
- 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. These are aggregated on our CASES21 database and communicated to the Department of Education and Early Childhood Development.
- The Principal has a further responsibility to ensure that unexplained absences are investigated, and that high levels of absenteeism are adequately explained. (See Form 2).
- The Principal will ensure parents of students with high levels of unexplained or non-approved absences are contacted, with the view to developing and implementing strategies to minimise absences.
- Procedures are in place for students who arrive late to school and/or are picked up early. These are promoted throughout the school.
- If students are absent for more than two (2) days and parents haven't notified the school regarding the absence, the teacher/Principal will contact the family by phone to ascertain the reason(s) for the absence.
- If a student is going on a family holiday, the school must receive prior notification so that an attendance learning plan can be developed for the student/s.
- Students who have been identified as having high rates of absence will have an attendance plan developed.
- Students with excellent attendance records will receive certificates of achievement, and other rewards as required.
- School attendance will be promoted throughout the school by classroom teachers, posters and 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.
- The Department of Education and Early Childhood Development and enrolment auditors may request student attendance records.

Evaluation:

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

This policy was last ratified by School Council in....

May 2014

Form 1



Murchison Primary School Student Absence Form

Please hand to
your class
teacher

Name: _____

Class: _____

Date: _____

Reason _____

Parent's Signature: _____

Form 2



Murchison Primary School

8-10 Impey Street
MURCHISON
VIC 3610

02/05/2012



Our records indicate _____ - Std ID _____
was absent, late or left early, without explanation, on the following occasions:

→fold

fold→

Date	Morning Absent	Afternoon Absent	Reason for Absence
_____	_____	_____	_____

Could you please provide explanations for each of the above absences in the space provided and sign and return this form to _____ home group teacher
OR Complete and return this letter to the above address at your earliest convenience.

Miss M HOULIHAN
School Principal

Parent/Guardian Signature: _____