

# ATTENDANCE

## POLICY

### Rationale:

- The *Education and Training Reform Act 2006* requires that children of school age (six to seventeen 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 from the regional director.

### Aims:

- To maximise student learning opportunities and performance (socially and developmentally) by ensuring that children attend school regularly.

### 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.
- All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent. 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 ring the school explaining why an absence has occurred.
- The principal has a responsibility to ensure that attendance records are maintained and monitored at school. The aim is for all absences to be fully accounted for (as required and listed in *Education and Training Reform Act 2006*, *Education and Training Reform Regulations 2007* and *Education and Training Reform (School Attendance) Regulations 2013*).
- All student absences are recorded in both the morning and the afternoon by teachers, are aggregated on our CASES database and communicated to the Department of Education.
- The Department of Education 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.
- 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.
- 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 the Department of Human Services.
- Posters encouraging school attendance will feature prominently, as well as newsletter articles when the Principal sees the need (e.g. “It’s Not OK to Be Away’ resources).
- 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 the wider community each year as part of the annual report.

### 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....

June 2016



***Cavendish Primary School is committed to Child Safety – We have a zero tolerance for child abuse.***

Reference: <http://www.sofweb.vic.edu.au/wellbeing/welfare/attend.htm>

Student Attendance Guidelines: <http://www.sofweb.vic.edu.au/wellbeing/welfare/attendguide.htm>