



# Warringa Park School Attendance Policy

## **Rationale:**

- The *Education Act 1958* requires that children of school age (six-fifteen 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.

## **Aims:**

- To maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly, and without unnecessary or frivolous 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 failure at school.
- 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, shopping excursions or birthday parties are not.
- 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 return a completed absence form (See Form 1 below) to the school explaining why an absence has occurred.
- The principal has a responsibility to ensure that attendance records are maintained and monitored at school.
- A staff member will be responsible for monitoring and investigating student absence.
- 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 and Early Childhood Development
- The Department of Education and Early Childhood 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. (See Form 2 below).
- The principal or principal 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 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.
- 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.

## **Evaluation:**

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

This policy was ratified by School Council in

<h1>STUDENT ABSENCE FORM</h1>		Form 1
<b>Student Name:</b> .....	<b>Class:</b> .....	
<b>Date of Absence:</b>		
<b>Reason For Absence:</b>		
<b>Parent Signature:</b> .....		

Form 2
<h2>STUDENT ABSENCES</h2>
Date.....
Dear Parent / Guardian,
It has been brought to my attention that your child ..... has been absent from school recently and has not yet provided a written note explaining the reason for the absence.
The date/s of the absence/s are:
It is an Education Department and Early Childhood Development requirement that students provide a note from parents explaining all absences.
Therefore, you are required to provide a note covering the above absence/s from school as soon as possible.
Staff Signature.....