Attendance Policy

Rationale
Students of school age (6 to 15 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, have a shared enrolment with a specialist setting, have received exemption from the Regional Director or are enrolled in correspondence education.

Policy Statement
The aims of this policy are
- To maximise learning opportunities by ensuring student absenteeism is kept to a minimum
- To put into agreed processes for managing student absences within the school
- To create a parent culture that views regular school attendance and communicating student absences to the school as important

Implementation
Teachers will:
- Accurately mark rolls at 9.00 and 1.50 daily
- Follow up on consistent lateness
- Monitor student attendance and contact parents or inform Assistant Principal if there is frequent absences

Reinforce the message of “It’s not OK to be Away”

Parents will:
- Ensure their child is at school every day unless there is a legitimate reason for the child’s absence
- Provide a written explanation for their child’s absence (letter or email)

Students will:
- Attend school regularly
- Supply teachers with a note from their parent explaining each absence

The 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

References:
Department of Education Guidelines
It’d Not OK to be Away –Victorian Government

Review
As part of school’s cyclic process