

Attendance Policy

Policy Statement

The aims of this policy are

- To maximise learning opportunities by ensuring student absenteeism is kept to a minimum
- To put in place agreed processes for managing student absences within the school
- To create a parent culture that views regular school attendance and communication of student absences to the school as important

Rationale

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.

Implementation

Teachers will:

Accurately mark rolls at 9.00am and 12.00pm daily

Follow up on consistent lateness

Monitor student attendance and contact parents or inform Assistant Principal if there are 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 an explanation for their child's absence (letter, email, Compass)

Students will:

Attend school regularly

Supply teachers with a note from their parent explaining each absence if appropriate

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

At Croydon Hills we consider attendance less than 90% to be detrimental to the student's education and a letter will be sent home.

References:

DET Guidelines

It's Not OK to be Away –Victorian Government

Review

As part of school's cyclic process