

# ATTENDANCE POLICY

## **Rationale:**

- The *Education Act* 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 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.
- 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. (See Form 2 below).
- 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 cooperation regarding student attendance may result in a formal attendance conference being organised. Unresolved attendance issues may be reported to the Department of Human Services.
- Students with excellent attendance records will receive recognition at school assemblies.
- 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....

**October 2012**

# STUDENT ABSENCE FORM



University Park  
Primary School

Student Name: ..... Class:.....

Date of Absence:

Reason For Absence:

Parent Signature: .....

## UNIVERSITY PARK PRIMARY SCHOOL



University Park  
Primary School

# STUDENT ABSENCES



University Park  
Primary School

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 requirement that students provide a note from parents  
explaining all absences.

Therefore, could you please provide a note covering the above absence/s from school as  
soon as possible.

Staff Signature.....