



# Attendance

## Policy

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This policy was last ratified by School Council on 30/5/16

### Rationale:

The 2006 Education and Reform Act identify basic legal requirements for attendance. In Victoria, young people aged between six and sixteen must be enrolled in a registered school.

While student attendance at school is a legal obligation of parents/carers, Victorian government schools must provide active support for full student attendance and retention until the completion of Year 12 or its equivalent.

### Aims:

To promote and maintain high levels of student attendance and participation through:

- Articulating high expectations to all members of the school community in relation to students attending school every day of the school year for the full duration of each school day
- Adopting consistent, rigorous procedures to monitor and record student absence
- Following up student absences promptly and consistently
- Creating safe, supportive learning environments where all students experience success.
- Promotion of awareness that absence results in quantifiable lost learning time and opportunities
- Regular discussion of student attendance data at different meeting times

### Implementation:

Ensuring that students attend school each day is the shared expectation of all parents/carers, students and the school.

#### Expectations of Parents/Carers

Parents and carers are required to:

- Value their child's attendance at school at all times when the school is open for instruction. In the event of students being withdrawn from school for extended periods for family vacations or illness (3 weeks or more), the school may provide a Student Absence Learning Plan (Refer to appendix)
- Promote and provide organisational support to their child for full attendance
- Ensure their child is on time for school each day
- Value their child's attendance for each day of the school year and their attendance for the full duration of each school day
- Notify the school with a written explanation of their child's absence on the child's return to school for absences from one up to 3 consecutive days
- Notify the school by phone or personal contact if their child is absent for more than 3 consecutive days. Also provide a written explanation of the absence to the teacher on their child's return to school
- Notify the school in advance if an absence of any period is planned
- Support their child's learning during continued or prolonged absences
- Ensure that contact details for the child are correct and up to date
- Students involved in employment will need to have an Application for school exemption for work in the entertainment industry, completed and submitted prior to work commencing. This application is submitted to the Principal and consideration will be made to the effect of the proposed absence on the child's learning as well as the number of days the child has been absent in the current and previous term (forms are obtained from the proposed employer)

### **Expectations of Students**

Students are expected to:

- Attend school at all times when the school is open for instruction
- Arrive on time to school and to every class. (Appendix 1)
- Remain at school for the duration of the school day

### **Expectations of Mt Eliza Primary School**

- Promote student attendance through clear statements of expectations and procedures
- Develop and implement rigorous and effective processes to record and monitor attendance
- Ensure the attendance is recorded twice daily
- Maintain accurate student records
- Monitor and analyse school attendance data regularly
- Monitor and follow up all individual cases of student absence promptly and consistently (Appendix 1)
- In the case of an unexplained absence of more the 3 consecutive days, the class teacher will make contact with the family concerned, for an explanation of their child's absence
- Pursue and record an explanation for every absence
- Work collaboratively with parents/care givers and students to discuss the impact of student absences, late arrivals, early and late departures on learning. (Appendix 1 and 2)
- When a student refuses to attend school repeatedly, an attendance improvement plan will be developed by Assistant Principal in consultation with parents and teacher.

### **Evaluation:**

This policy will be reviewed as part of MEPS annual review cycle May 2018