

Attendance Policy

St Albans East Primary School



Date: May 2016

Rationale	The <i>Education Act 1958</i> requires that children of school age (six-seventeen years) residing 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.
Aim	To maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly without unnecessary absences.
Implementation	<ul style="list-style-type: none">• All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.• The Department of Education and Training (DET) absences codes are to be used to indicate the type of absence.• Parents have a responsibility to ensure that their children attend school regularly, and are only absent if ill or in consultation with the principal.• Parents have a responsibility to provide a written note or return a completed absence form or phone/email 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 eCASES database and communicated to the Department of Education and Training.• Teachers use Compass, (Compass is a modular, web-based school management platform), to mark the class rolls twice a day which is then exported on a weekly basis to eCASES.• The Department of Education and Training 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.• An educational support staff member will be provided with time each day to make phone calls to families when students are absent.• On the 3rd consecutive day a student is absent their classroom teacher will make a phone call to the family.• 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 DET 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.
Review Year	2019

