



ATTENDANCE

Tatura Primary School 1441

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/late arrivals are recorded in both the morning and the afternoon by teachers, are aggregated on CASES21 database and communicated to the *Department of Education and Training*.
- 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.
- The principal 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 report to the Principal, who may then alert outside agencies of the school's concerns.
- Student attendance and absence figures as well as late arrivals will appear on student half year and end of year reports.
- Aggregated student attendance data is reported to the *Department of Education and Training* 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 on

2015

STUDENT ABSENCE FORM

Form 1

Child's Name

Grade

Date/s of Absences

Reason for Absence

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Parent/Guardian Signature: