



Mernda Primary School 0488

STUDENT ATTENDANCE POLICY

Rationale

The *Education and Training Reform Act 2006* 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.

It is the responsibility of both schools and parents to ensure that students enrolled in schools attend regularly. We know that students who attend regularly are more likely to be successful and safe at school. We will promote full school attendance and encourage, through positive recognition on a regular basis, those students with excellent attendance or who have shown significant improvement.

This policy encapsulates the procedures our school has put in place to record, excuse, monitor and follow up student attendance and how to improve attendance where an issue is identified. It is expected that parents and guardians meet their legal obligations in ensuring that their child attends school and to provide an explanation for their child's absence from school if one is required.

Absenteeism contributes significantly to student failure at school. It is important to maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly, and without unnecessary or unacceptable absences.

Goals

- Students will attend school for the full time that instruction is provided.
- Attendance policy and procedures will assist in identifying students at risk so that appropriate intervention strategies are implemented.
- Students will positively engage in the learning process to maximise opportunity.
- Teachers are able to make an effective contribution to student learning through high and full attendance rates.
- Students develop the skills, knowledge and attitudes to make a valuable contribution to society.
- Parents are responsible for ensuring that their child/ren to attend on a regular basis and that they contact the school **on the day** attendance is not possible through illness or other unavoidable situations.

Procedures

The following procedures are mandated by the Department of Education

<http://www.education.vic.gov.au/school/teachers/studentmanagement/Pages/managingabsence.aspx>

Level 1 - any unexplained/unauthorised absence

1. Teacher records student absences on GradeXpert.
2. Text message sent automatically to parent/guardian by 12.30pm each day by Admin officer.

The following Reason codes to indicate student absences on year level rolls:-

111	Late	400	Suspension in school	610	School Production
112	Early	401	Suspension/Excursion	611	Sport
201	Illness	500	Unexplained	800	Parent Choice
205	Medical Appointment	600	Educational	802	Exempt?Preps/Yr6
211	Bereavement	604	Excursion	804	Family Holiday
300	Truancy	606	Camp	805	Religious/Cultural

Level 2 - 3 days of unexplained/unauthorised absence

1. Phone contact to be made by Class teacher.
2. Documentation of phone contact needs to be recorded on GradeXpert.
3. If phone contact is unable to be achieved by Class teacher this will be alerted to the Welfare Coordinator for the year level via GradeXpert.

Level 3 - 5 days of unexplained/unauthorised absence

Class teacher refers absence to Welfare Coordinator for the year level via GradeXpert Letter to parent/guardian sent that includes:

1. School letterhead
2. Confirmation of prior phone contact/attempt at contact
3. Reference to parent/guardian responsibilities as prescribed under the Act
4. Principal/Assistant Principal/Year Level Welfare Coordinator
5. Team Leader reports continuing absences to Year Level Welfare Coordinator

Level 4 - 10 days unexplained/unauthorised absence

1. Referred to Principal and second letter sent from Principal requesting a meeting, summarising prior intervention and attaching printout of student absences
2. Copy of plan from meeting placed on gradeXpert

Level 5 - Ongoing absences

1. Letter sent home after 15 days absence
2. Principal requests medical certificates
3. Second meeting scheduled with parent/guardian
4. School Principal makes contact with parent/guardian and sends another letter outlining role and statutory responsibility

Responsibilities of Office Admin

- Place information about absence on student file in GradeXpert
- Class teacher (alerted through GradeXpert) when advised by parent/guardian about student's absence
- Ensure parent submits reason for student being late on to GradeXpert
- Enter information about long term absences and advise the Class teacher via GradeXpert

Responsibility of Class teacher

- Monitor student attendance
- Record absence information accurately, using the correct codes.
- Absences will be forwarded to the office via GradeXpert.
- Parent/guardian will be contacted via text for any unexplained/unauthorised absence
- Inform Welfare Co-ordinator of ongoing absences for a student
- Be alert to any other patterns of non-attendance (e.g absent every Monday) and follow up

Responsibility of Year Level Welfare Co-ordinator

- Regularly submit articles in the newsletter around 'Its Not Ok to Be Way'
- Display posters around the school in regards to the importance of student attendance
- Organise letters (to be signed by the Principal) for absences of 5 days
- Monitor student attendance when notified that it is an issue
- Schedule regular phone conversations/meeting to discuss student attendance issues

Responsibility of Principal

- Frequently remind students that regular attendance supports their learning at school
- Ensure that all relevant information about student attendance is recorded on GradeXpert
- Organise meetings with parents/guardians regarding ongoing absences

Responsibility of Student

- Attend regularly and arrive at school punctually

Responsibility of Parent/guardian

- Ensure their child/ren attends school every day that school is open
- Promptly provide an explanation via app, phone or note regarding the reason for their child's absence.
- To work with the school developing measures to resolve attendance issues involving their child/ren

This policy was last ratified by School Council on – March 2018