



Attendance Policy for Parents

Going to school every day is the single most important part of your child's education. Students learn new things at school every day.

We want our students to get a great education, and the building blocks for a great education begin with students coming to school each and every day.

There is no safe number of days for missing school – each day a student misses puts them behind, and affects their educational outcomes.

School Supports

The school has a wellbeing team who can support you and your child to ensure they attend school on time every day.

Notifying the school of an absence

School attendance is mandated under the *Education Training and Reform Act 2006*. It is the responsibility of parents/ carers to ensure their child regularly attends school.

Parents must contact the school to provide an explanation on the day of the student absence (phone or COMPASS). The school will contact you within three days to seek a reason for the absence. If no contact can be made with you or your emergency contacts the absence will be recorded as an unexplained absence and also be noted in your child's file. You can contact the classroom teacher at any time with either a verbal or written explanation for your child's absence.

Acceptable reasons for an absence

The main reasons for absence are:

Sickness

We understand that at times your child may become unwell. It is vital that they're only away on the days they are genuinely sick, and setting good sleep patterns, eating well and exercising regularly can make a big difference.

Family Holidays

It's vital that holidays are planned during school holidays and not during the term. Any holidays during school time must be approved by the Principal in advance. An application form will be provided by the Principal or at the administration office.

What are unexplained or unapproved absences?

The principal will approve or not approve any absence on a case-by-case basis.

The teacher will record an absence as 'unexplained' if no explanation about the absence is given to the school.

Unacceptable reasons for allowing a child to stay home from school, include; completing adult duties such as child-minding and interpreting, keeping an adult company, visiting friends and relatives, shopping trips and birthdays.

Remember, every day counts. If your child must miss school, speak with your classroom teacher as early as possible.

Department Guidelines

For more information and resources relating to attendance please visit:

www.education.vic.gov.au/school/parents/behaviour/Pages/studentattendance.aspx

ATTENDANCE MATTERS!

We are here

We are on time

We say when we're away

We make every day count