

Going to school every day is the **single most important** part of your child's education.

Think about it this way. If your child misses 1 day per week, that's 10 days per term, multiply that by 4 terms, which is 40 days, which means they miss 8 weeks of school per year which is almost a term!

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

IN VICTORIA SCHOOL IS COMPULSORY FOR CHILDREN AND YOUNG PEOPLE AGED 6 -17 YEARS.

The Importance of School Attendance

We all 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.

Attendance patterns are established early – a child regularly missing days in the early years of school will often continue to miss classes in the later years.

Students with lower attendance will often:

- Miss out on learning the fundamental skills that will set them up for success.
- Achieve lower in numeracy, writing and reading.
- Achieve lower test scores than their classmates.
- Have difficulties in settling into the routines of school life.
- Have difficulties with making friendships and having positive socialisation skills with their peers.
- Will feel disconnected from their peers and teachers.
- Be playing 'catch up' with their learning which is disruptive. Learning activities often span over a few sessions and missing earlier sessions where the activity is explained puts them behind.

Top Tips for Parents

- Remember that every day counts.
- Schools want to work in partnership with you – act early if you have any attendance concerns by asking for advice and support.
- Talk positively about school and the importance of attending every day.
- Avoid making routine medical and dental appointments during the school day or planning family holidays during the term.
- Build a good home routine to get ready for school.
- Inform the school of any extended absences your child is having so we can work with you to devise a Student Absence Learning Plan.



Everyone has a role to play in Student Attendance

At Huntingdale Primary School it is recognised that the school, teachers, parents, administration staff and students have a role in ensuring maximum student attendance and have the following responsibilities:

School

- Develop policies and procedures to support student attendance.
- Maintain attendance records.
- Ensure attendance data forms part of each child's report.
- Communicate clearly to parents attendance expectations.

Administration Staff

- Monitor school attendance each day and notify parents as soon as possible on the day of their child's unexplained absence.
- Print monthly attendance reports for the Leadership Team.

Teachers

- Mark the attendance roll by 9.00am and 2.40pm each day.
- Promote the importance of attendance in their grade.
- Closely monitor student attendance in their grade.
- Follow up with parents (e.g. phone call) on students who have been absent for more than 2 days.
- Report to the Principal/Assistant Principal concerns about a student's high absenteeism.
- Actively participate in support group meetings for students with high absenteeism.

Parents/Guardians

- Ensure your child attends school at all times
- Provide a written note, detailing the reason/s for their child's absence.
- Inform the school ahead of time of planned absences.
- Outline the benefits of going to school with their child
- Inform the school immediately of any attendance issues.
- Work with the school to rectify any attendance issues.

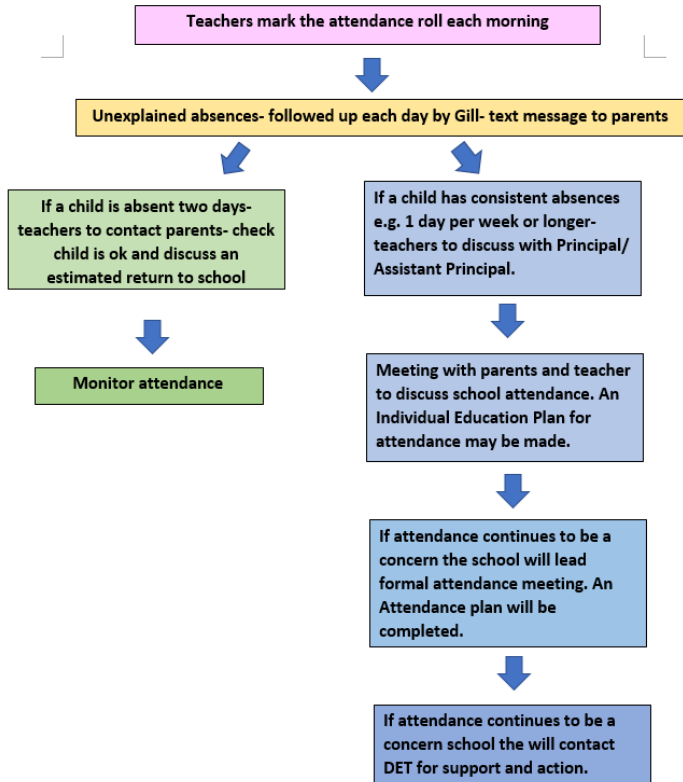
Students

- Attend school every day.
- Inform their teacher/parents of any issues which may compromise their attendance at school.

Managing High Absences

The school has created a flow chart on how we manage student attendance, particularly if there are attendance issues.

Our aim is to work together in partnership with parents, teachers and the child as well as complying with DE policy and procedures on student attendance.

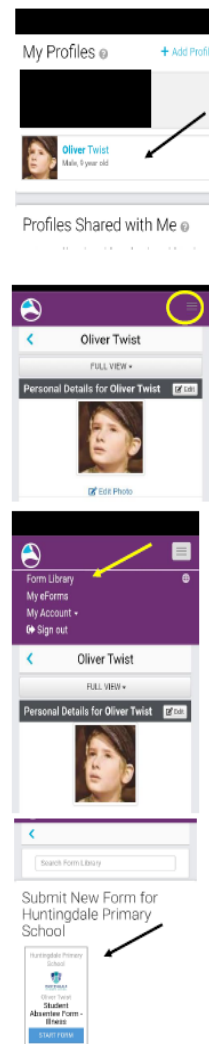


Family Holidays

- The school understands there are benefits of family travel and holidays. They can provide educational experiences beyond the classroom e.g. visiting cultural monuments, going to school overseas etc.
- However multiple/regular holidays can interrupt the continuity of learning/social relationships and have a negative impact on a student. Therefore, this needs to be closely monitored.
- Parents must give at least a week's notice of a family holiday for it to be approved by the principal. If notice is not given, the absence may be categorized as 'unapproved'.
- If a child is absent for a week or more on holiday, a Student Absence Learning Plan will be implemented.
- The parents must meet with either the Assistant Principal, Principal or classroom teacher to devise the plan before the holiday is taken.
- When the child resumes school, the family must meet with the teacher to discuss the learning needs of the child e.g. areas to focus on, is there a need for an IEP etc.

Reporting your child's Absence

- We prefer all absences to be reported using **Operoo** by no later than 9.15am.
- Please do not use See Saw to report student absences.
- Please see the instructions below on how to do this.
- After teachers have marked the roll, Office Manager Gill Penfold checks for any unexplained absences. She aims to send a text message to parents as soon as possible and you are able to reply to this



Select the profile of the child who is absent

Click on the pull-down menu

Select "Form Library"

Select Student Absentee Form - Illness

Further information

Department of Education

<https://www.vic.gov.au/attendance-and-missing-school>

