



## Attendance Policy

### Rationale:

- Students 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, have a shared enrolment with a specialist setting, have received exemption from the Regional Director (Schools) or enrolled in correspondence education.

### Aims:

- To maximise learning opportunities by ensuring absenteeism of students kept to a minimum.
- To put into place agreed processes for managing truancy within the school.

### Implementation:

- All enrolled students expected to attend all of each school day.
- Students with alternative support & learning programs may have a modified attendance plan.
- Class teachers will mark the attendance roll on Compass at 9am each day
- Parents of students marked as absent will receive a Compass generated text message in the AM
- Late passes issued with time and reason code. Teachers to monitor and follow up with parents if repeated instances.
- After a second day of absence without notice, parent\guardian will be contacted by administration.
- Attendance and absence records will form part of each child's half-year and end-of-year progress reports to parents. (termly if required)
- Parents of absent students are required to provide reason/s for absence on Compass or phone administration.
- Staff members are to bring to the attention of the Principal any student/s whose attendance is irregular, any students who do not provide adequate explanation for absences, or whose absences appears unwarranted. Parents to be contacted if they are absent for a second day without explanation.
- The SIL (engagement & wellbeing) will, after consulting with the teacher, attendance records and the student, decide upon a strategy to be employed. As truancy is often indicative of other problems including engagement and family issues, the support strategies employed by the Principal will be determined on a case-by-case basis. However, they may include:
  - Initial telephone contact with parents
  - Support group meeting for parents and/or students. Consider any concerns the student may have about coming to school
  - Home visits
  - Formation of a support group
  - School attendance as a prerequisite to extra-curricular activities
  - Attendance rewards
  - Ongoing truancy issues will be reported by the principal to the appropriate welfare and government agencies at SWV regional office.
  - Students with extended absence for illness and family reasons to have work provided
  - Approved long term family experiences can be an alternative education program with an approval plan.

## Engagement and Wellbeing Attendance Plan, 2021

<u>Student:</u>	<u>2020 Days Absent:</u>	<u>2020 Attendance %:</u>
<u>Date:</u>	<u>Class:</u>	<u>Goal for 2021:</u>
		No more than 12 days absent
Strategies for supporting student to reach goal:		
School:	Home:	

<p><b>0-12 days Absences over the year (Acceptable range)</b></p> <p>Excellent attendance. High attendance correlates with success and achievement at school. Children have the best chance to learn and develop strong friendships.</p>
<p><b>13 – 20 days Absences over the year (Below average attendance- if this continues between prep and year 10 it is equal to <u>one year of missed schooling</u>).</b></p> <p>Below average attendance can influence your child’s learning and social opportunities.</p>
<p><b>21 -40 days Absences over the year (POOR attendance- if this continues between prep and year 10 it is equal to <u>two years of missed schooling</u>).</b></p> <p>Students who miss between 21 – 40 days may not achieve their best learning and they may have difficulty maintaining steady friendships .</p>
<p><b>Absences 40+ days (OF EXTREME CONCERN)</b></p> <p>Absences of 40+ days is of <b><u>extreme concern</u></b>. This can lead to <b><u>severe</u></b> learning difficulties and can affect your child’s lifelong relationship issues. Children with irregular and poor attendance are severely disadvantaged learners.</p>

**Evaluation:**

- This policy will be reviewed as part of the school's three-year review cycle.
- It is recommended that this policy goes to School Council for consultation, however does not require approval
- Refer to Student Engagement Guidelines  
<http://www.education.vic.gov.au/healthwellbeing/wellbeing/engagement/>

Date: March 2021	Responsibility: Principal	Review Date: March 2024-2025
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<b>Is it compulsory for all Victorian government schools to have this policy?</b>	Yes. As part of a school's Student Engagement Policy (or suite of policies that form their Student Engagement Policy), all government schools must have a policy about attendance expectations and processes. Additionally, procedures for recording and monitoring attendance are required by the Minimum Standards for School Registration.
<b>School council approval</b>	No
<b>Consultation</b>	It is recommended that school council be consulted and its views should be taken into account when you adopt this policy.
<b>Policy basis</b>	<ul style="list-style-type: none"><li>• <i>Education and Training Reform Act 2006 (Vic)</i></li><li>• <i>Education and Training Reform Regulations 2017 (Vic)</i></li><li>• Common law duty of care</li><li>• <a href="#">School Attendance Guidelines</a></li><li>• <a href="#">Student Engagement</a></li></ul>
<b>Recommended review period</b>	3 – 4 years