



## ATTENDANCE POLICY

### 1 Purpose

In accordance with the *Education and Training Reform Act 2006*, children and young people aged from 6 – 17, 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 are enrolled in correspondence education.

### 2 Aim

To ensure all children of compulsory school age are enrolled in a registered school attend school every day the school is open for instruction.

Specific processes will be followed to maximise learning opportunities by ensuring absenteeism of students is kept to a minimum.

Agreed procedures for managing absenteeism within the school will be followed by all those involved in the student's education

### 3 Implementation

Daily school attendance is important for all children and young people to succeed in education and to ensure they don't fall behind both socially and developmentally. Children and young people who regularly attend school and complete Year 12 or an equivalent qualification have better health outcomes, better employment outcomes, and higher incomes across their lives. It is important that children develop habits of regular attendance at an early age.

School participation is important as it maximises life opportunities for children and young people by providing them with education and support networks. School helps people to develop important skills, knowledge and values which set them up for further learning and participation in their community.

#### 3.1 Procedure

- All enrolled students are expected to attend daily and on time to every lesson
- Class teachers will mark the attendance roll at 9.00am and 2:30pm each day
- Attendance records will be entered into SENTRAL daily and trends analysed
- Late Attendance will be recorded on the SENTAL table at the general office prior to attending class
- Attendance, absence and late arrival records will form part of each child's half year and end of year progress reports to parents
- Parents of absent students are required to provide notification, stating the reason/s for absence.

This can be done in one of two ways:

- **Written:** Stating date and reason for student absences, this information is to be kept in the roll and recorded on SENTRAL by the teacher
- **Electronic:**  
SENTRAL: Login using the Parent Login and record date and reason of student absences  
TIQBIZ: Open the application and fill in Absence Form



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### 3.2 Individual Responsibilities

#### 3.2.1 Students

- To arrive at school on time
- To attend all classes
- To supply teachers with notes from a parent explaining all absences
- To inform teachers of known extended absences and seek information about work missed

#### 3.2.2 Parents / Guardians

- To provide current and accurate home and mobile phone numbers
- To provide current and accurate home and mobile phone numbers of emergency contacts
- To provide the school with an explaining reason (written or electronic) for absence and/or a medical certificate

#### 3.2.3 Teachers

- To accurately mark class rolls twice a day and record on SENTRAL
- To request notes regarding absences
- To follow up consistent lateness
- To show concern for students who are absent; ask them where they were and supply missed work
- To monitor students and seek support from school leaders if concerned about a particular student
- To monitor weekly attendance and absence reports
- Collect all absence notes and update SENTRAL with reason given
- Forward all absence notes to the office for storage

#### 3.2.4 Administration/ Office staff

- To generate and maintain rolls
- To verify transfer of data from SENTRAL to CASES21
- To monitor student attendance data
- To ensure correct codes are entered for explained and unexplained late arrivals and absenteeism
- To record verbal and electronic communications from parents and pass them on to class teachers

#### 3.2.5 Principal and Assistant Principals

- To oversee and support leaders, teachers, students and parents in the implementation of attendance procedures and policies
- Make follow up phone calls to parents after a two-day absence of student
- To educate students, parents and the community that “Every Day Counts”
- To follow up students that are at risk of lack of attendance or who are continuously late arrivals
- To support parents and students in whatever strategy and assistance they may require

### 3.3 Reporting and Recording Attendance

#### 3.3.1 Parents

Parents are required to ensure their child attends school and to provide an explanation for their child's absence from school, and the principal (or nominee) must record in writing the reason (if any) given by the



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parent. The principal must be able to determine from the records if the excuse given was reasonable in terms of the parent meeting their legal obligations.

Parents should inform the school of the reason for their child's absence so that the school can:

- determine if the child's absence needs to be excused by the principal, in line with school policy and these guidelines
- determine the appropriate follow up to ensure the child's education and wellbeing is supported
- record if the parent has a reasonable excuse for not meeting their obligation to ensure their child attends school each day.

Where possible, parents should inform the school in advance of upcoming absences.

### 3.3.2 School

The school must record student attendance *twice per day* and record, in writing, the reason given for each absence. This is necessary to:

- meet legislative requirements
- discharge schools' duty of care for all students
- assist calculation of the school's funding
- enable the school governing body (school council in government schools) to report on student attendance annually

### 3.3.3 Principal

The principal will determine if the excuse provided for an absence is reasonable for the purposes of the parent meeting their responsibilities under the Education and Training Reform Act 2006. A principal should use their discretion in making this decision.

The principal or their nominee must record:

- student attendance twice per day
- the excuse given for an absence and whether this is reasonable in accordance with the *Education and Training Reform Act 2006*
- an absence as unexplained if no excuse has been given and change the attendance record once an excuse is provided or established
- a student is present for a half day when the student has attended at least two hours of instruction.

### 3.4 Irregular/Poor Attendance

Staff members are to bring to the attention of the Assistant Principal any student/s whose attendance is irregular, any students who do not provide adequate information explaining absences, or whose absences appear unwarranted.

In the case of poor attendance, the Assistant Principal will consult with the teacher and review attendance records to decide upon the strategy to be employed. As truancy is often indicative of other problems including engagement and family issues, the support strategies employed by the Assistant Principal will be determined on a case-by-case basis. However, they may include:



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- Initial telephone contact with parents
- Families of children who have a record of frequent absenteeism will be contacted on every occasion.
- Counselling sessions for parents and/or students
- Formation of a support group
- School attendance as a prerequisite to extra-curricular activities

Ongoing truancy issues will be reported by the Principal to the appropriate Welfare/Government agencies.

### 3.5 Strategies to Promote Attendance

Whilst ensuring student attendance at school is a legal obligation of parents, supporting students to attend school each day is the shared responsibility of all parents, students, the school and the wider community. As part of this shared responsibility the School will address the individual student needs, engaging with the family of the student and conduct attendance meetings with parents and students

The School will regularly share information regarding attendance through Newsletter articles, Tiqbiz and Facebook highlighting absence issues and the short -and long-term consequences to the students.

## 4 References/Appendices

- Moreland Primary School “Student Engagement and Inclusion Policy & Procedures”
- SENTRAL Parent Portal  
(<https://sentral.morelandps.vic.edu.au/portal/login>)
- Attendance  
(<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/attendance.aspx>)
- School Attendance Guidelines  
(<http://www.education.vic.gov.au/school/principals/participation/Pages/attendance.aspx>)
- Every Day Counts  
(<http://www.education.vic.gov.au/school/principals/participation/Pages/everyday.aspx>)

## 5 Evaluation

Amendments to the policy will be made on a needs basis.

This policy will be reviewed as part of the school’s three-year review cycle.