

St. John the Baptist Parish Primary School

ATTENDANCE POLICY

Rationale

- The *Education Act* 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.

Aims

- To maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly, and without unnecessary or frivolous absences.

Implementation

- Education is a sequential process. Absences often mean students miss important stages in the development of topics, causing them to find 'catching up' difficult.
- Absenteeism contributes significantly to student failure at school.
- All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.
- Illness is reasonable grounds for an absence - shopping excursions or birthday parties are not.
- Parents have a responsibility to ensure that their children attend school regularly, and are only absent if ill or if absolutely necessary.
- Parents have a further responsibility to provide a written note to the school explaining why an absence has occurred.
- The principal has a responsibility to ensure that attendance records are maintained and monitored at school.
- All student absences are recorded in both the morning and the afternoon by teachers.
- All teachers receive guidelines for marking absences at the beginning of each year
- The principal has a further responsibility to ensure that unexplained absences are investigated, and that high levels of absenteeism are adequately explained (See Form below).
- The principal will ensure parents of students with high levels of unexplained or unapproved absences are contacted, with the view to developing and implementing strategies to minimise absences.
- Ongoing unexplained absences or lack of cooperation regarding student attendance may result in a formal attendance meeting being organised. Unresolved attendance issues may be reported to the Department of Human Services.
- Student attendance and absence figures will appear on student half year and end of year reports.
- Aggregated student attendance data is reported to the wider community each year as part of the Annual Report to the School Community.

Evaluation

History of Updates to Policy

Date	Comment (e.g. major review, minor review)
14 th June	Minor review

STUDENT ABSENCES

Date.....

Dear Parent / Guardian,

It has been brought to my attention that your child
has been absent from school recently and has not yet provided a written note explaining
the reason for the absence.

The date/s of the absence/s are:

It is a school requirement that students provide a note from parents explaining all
absences.

Therefore, you are required to provide a note covering the above absence/s from school
as soon as possible.

Staff Signature.....