

ATTENDANCE



Clarinda
Primary School

Rationale:

- In accordance with the *Education and Training Reform Act 2006* -
- To ensure all children of compulsory school age (six to seventeen years) are enrolled in a registered school and attend school every day the school is open for instruction unless an exemption has been granted.

Prerequisite policies

- Admission
- Enrolment

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:

- Parents/Guardians must enrol a child of compulsory school age at a registered school and ensure that the child attends school at all times when the school is open for instruction. The Principal or Regional Director (depending on circumstances) may authorise an exemption and provide written approval for student attendance or attendance and enrolment to be exempt or reduced to less than full time.
- Education is a sequential process. Frequent absences often mean students miss important stages in their learning, 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.
- The Principal may, at his/her discretion, request a medical certificate.
- 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, phone call, email message or return a completed absence form 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.
- Student attendance must be recorded in both the morning and the afternoon and record in writing, with the appropriate code, the reason for each absence. This is necessary to:
 - meet legislative requirements
 - discharge the school's duty of care for all students
 - assist the calculation of the school's funding
 - enable school councils to report on student attendance annually
- The Department of Education and enrolment auditors may seek student attendance records.
- Clarinda Primary School uses CASES21 to record student attendance.
- The Principal has a further responsibility to ensure that unexplained absences are investigated, and that high levels of absenteeism are adequately explained.

- 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 will necessitate a formal attendance meeting being organised with the parents/guardians, the Principal and the school's Student Welfare Officer to develop an Attendance Plan to support the student in achieving full time attendance. The SEVR Student Well-being and Engagement Department will be kept informed of the response to the Plan. If the parents/guardians and/or student refuse to abide by the agreed plan the case will be handed onto the SEVR Student Well-being and Engagement Department for further investigation.
- Unresolved attendance issues will be reported to the Department of Human Services - Child Protection and SEVR Student Well-being and Engagement Department.
- Students with excellent attendance records will receive certificates of achievement.
- Posters encouraging school attendance will feature prominently, as well as newsletter articles.
- Student attendance and absence figures will appear on student half year and end of year reports.

Other approved tuition

- [Distance Education](#)
- [Registered Home Schooling](#)
- [Wannik Education Strategy for Koorie Students](#)

Attendance Support Policies

Schools must develop policies to support and maintain student attendance.

For guidance relating to:

- student engagement, see: [Student Engagement and Inclusion Guidance](#)
- re-engagement programs, see: [Re-engagement Programs](#)
- non-attendance, see: [School Attendance Guidelines](#)
- student support services, see: [Support in Schools](#)
- students affected by homelessness, who may be more likely to have patterns of irregular attendance, See: [Out-of-Home Care and Homelessness - Supporting Children, Young People and their Families Affected by Homelessness – Guidelines for Victorian Schools](#)

Evaluation:

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

This policy was ratified by School Council, December 2014