



Rationale:

The *Education Act* requires that children of school age (six to sixteen 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.

Relevant Vision Statement:

- In fostering open and supportive partnerships with families as the primary educators of their children.

Aims:

- To maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly, and without unnecessary 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 are to contact the school by phone or register on PAM (Parent Access Module) to explain their child's absence before 9.00am. Failure to do this will result in a phone call from the School Admin officer.
- 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 and are aggregated on our database each week.
- Student attendance and absence percentage figures will appear on student half year and end of year reports.
- The Department of Education and enrolment auditors may seek student attendance records.
- 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 that 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 result in a formal meeting between parent and principal being organised. Unresolved attendance issues may be reported by the principal to the Department of Human Services.
- Aggregated student attendance data is reported to the Department of Education, Catholic Education Office and the wider community each year as part of the annual report.

Evaluation:

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