

# ATTENDANCE POLICY

## **Rationale**

Research demonstrates that going to school every day is important for a student's education. Absence from school means that learning opportunities are reduced and this can ultimately lead to poor student achievement. Where this happens, the impact may be felt long after the student has left school.

Absence from school and class clearly affects the absent student, but also impacts on the teacher's ability to plan and present class work in a sequential and organised way and report on progress. This can affect the progress of all students in the class, not only those missing, and can make classroom management difficult.

Schools report student absence in their annual reports. These figures are used to establish statewide benchmarks of student absences in both primary and secondary schools. During the triennial review, each school's absence figures are considered against the statewide benchmarks and the schools with ongoing absence rate difficulties are expected to develop strategies in their Strategic Plans to address the problem.

## **Guidelines**

- Attendance is fundamental to the role of all teachers, and not seen as the individual responsibility of any one member of the school team.
- The Principal has overall responsibility for student attendance.
- Designated staff may have nominated duties in monitoring attendance.

All staff are actively involved in this area of responsibility. Individual classroom teachers monitor overall attendance records and have responsibility to pursue unexplained absences with the student and his/her family. The Student Welfare Coordinator (Assistant Principal) may become involved when the student's attendance record is of concern and provide support. Phone calls are made to families on the third day of a student's absence if there has been no prior communication.

Individual schools maintain their own data relating to student attendance. This is used by schools to identify students with attendance problems so that strategies can be put into place to address the problem.

## **Implementation**

- Regular newsletter articles will be placed reminding families of the educational importance of regular attendance at school.
- Prompt identification of non-attendeess in need of further support will be made, facilitated by the Computerised Administrative Systems Environment in Schools (C.A.S.E.S.). This provides the school with the capacity to generate attendance data.

Date: February 2022

Ratified:

Review date: February 2025

- Student absences (past, present and future) can be entered by parents via the Compass Online Parent Portal, or a written note must be provided to the school. Parents will be electronically notified of unexplained student absence before 10 am.
- Follow updated School Operations Guide for COVID related attendance policies or see <https://www2.education.vic.gov.au/pal/attendance/policy>
- The school policy on attendance will be publicised and promoted.

### **Evaluation**

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