



Kurunjang Primary School

~learning together~

ATTENDANCE POLICY

Rationale:

- The *Education Act 1958* requires that children of school age in Victoria are 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 and unexplained 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 also 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.
- Parents have the responsibility to provide a written note or to contact the school to provide a verbal notification to the school explaining why an absence has occurred.
- All staff have a responsibility to ensure that attendance is monitored at school and records are maintained.
- All student absences are recorded by class teachers in both the morning and the afternoon, and recorded using Compass.
- The Department of Education and enrolment auditors may seek access to student attendance records.
- The school and staff will proactively promote regular attendance.
- Staff will follow up on any unexplained absences on the third day of absence promptly and consistently.
- Students with significant absences of concern will be referred to the School wellbeing team.
- Student attendance and possible attendance figures will appear on student half year and end of year reports.
- Aggregated student attendance data is reported to the Department of Education and Training 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.

References: <http://www.education.vic.gov.au/school/principals/participation/Pages/attendance.asp>

School Name: Kurunjang Primary School	Policy name: Attendance	Version 1.0	
Approved by: [Principal]	Approved by: [Council President]	Date: 2016	Page No: 1