

# Policy Document

## Attendance

### Rationale

The *Education Act 1958* requires that children of school age (six-fifteen 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.

### Objectives

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

### Definitions:

|                     |  |
|---------------------|--|
| Explained Absence   | If a child is absent and the parent notifies the school of this absence on the day of the absence.         |
| Unexplained Absence | If a child is absent and the parent has not notified the school of this absence on the day of the absence. |
| Extended Absence    | A period of absence that extends beyond 2 days.  |

### Implementation

- Stonnington Primary School will actively encourage student attendance through following guidelines in the 'It's Cool to be at School' resource and other appropriate resources.
- 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 telephone notification (on the morning of the absence) and then follow up with a written note or return a completed absence form (See Form 1, 1A) to the school explaining why an absence has occurred when the student returns to school.
- Parents have a responsibility to provide advance written notice to the school of any planned extended absence from school.
- 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; these are aggregated on our CASES database and communicated to the DEECD.
- The DEECD 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. A letter or

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meeting is to be arranged with parents/guardians. If absence does not improve SMR guidelines are to be followed.

1. Principal/AP to requests Regional Director Attendance Letter
  2. Principal /AP monitors attendance
  3. Principal/AP requests Regional Director Attendance Letter 2 if there been no improvement
  4. Principal/AP monitors attendance, if still no improvement a “Child First” referral is initiated or a DHS notification made.
- Student attendance and absence figures will appear on student half-year and end of year reports.
  - Aggregated student attendance data is reported to the DEECD and the wider community each year as part of the annual reporting process.

## Evaluation

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

## Ratification

Ratified by School Council: May 2013

School Council President: Glen Noble

Principal: Anne McPhee



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## Form 1

...../...../2013

Dear Parent/Caregiver,

Your child ..... has been away from School on.....

Due to Departmental regulations we are required to have written confirmation of the child's absence. Please indicate below the reason for the absence for our records.

- Sick     Medical Appointment     Family Reasons
- Other .....

Parent/Caregiver Signature: .....

Please return this form to your child's teacher tomorrow.

Thank you for your assistance.

.....  
Classroom Teacher

## Form 1A

### ABSENCE NOTIFICATION BY TELEPHONE

Childs Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_    Time: \_\_\_\_\_    Caller: \_\_\_\_\_

Absent:

Yesterday:     Today:     Tomorrow:

For several days from \_\_\_\_\_ to \_\_\_\_\_

Reason: \_\_\_\_\_

Received by: \_\_\_\_\_