

ATTENDANCE

POLICY

Rationale:

- The *Education Act* requires that children of school age (six to seventeen years) who reside 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.

Aims:

- To maximise student learning opportunities and performance children required to attend school 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.
- SMS messages will be sent out via CASES for unexplained absences as soon as practicable on the day of an absence.
- Parents have a further responsibility to provide a written note, notification on Dimboola Primary School Skoolbag App. or call the school on 5389 1270 explaining why an absence has occurred.
- 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, are aggregated on our CASES database and communicated to the Department of Education.
- 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. (See Letter 1 below).
- 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 may result in a formal attendance meeting being organised. Unresolved attendance issues may be reported to DET's Attendance Officer.
- Students with excellent attendance records will receive certificates of achievement.
- Flyers and articles encouraging school attendance will feature in the newsletter.
- Student attendance and absence figures will appear on student half year and end of year reports.
- Aggregated student attendance data is reported to the Department of Education 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.

This policy was last ratified by School Council on....

May 2018

DIMBOOLA PRIMARY SCHOOL IS A CHILD SAFE SCHOOL

Reference: <http://www.education.vic.gov.au/school/principals/spag/participation/pages/attendance.aspx>

STUDENT ABSENCE FORM

Form 1

Student Name:

Class:.....

Date of Absence:

Reason For Absence:

Parent Signature:



Letter 1

Mr/Ms First name Surname
Address
SUBURB VIC Postcode

Dear Mr/Ms Surname

Re: Student name's absence on date/s

I am writing to you to raise concerns about the repeated absence of **your son/daughter/name of student** from school.

Daily school attendance is important for children to succeed in education and to ensure they don't fall behind both socially and developmentally. Young people who regularly attend school and complete Year 12 or an equivalent qualification have better health outcomes, better employment outcomes, and higher incomes across their lives.

School participation is important as it maximises life opportunities for children, by providing them with education and support networks. School helps students to develop important skills, knowledge and values which set them up for further learning and participation in their community.

The school places great importance in all students being at school on time, every day the school is open for instruction.

We understand that sometimes getting your child to school may be difficult and the school is very happy to work with you to improve your child's attendance. If you would like to discuss this further, please contact me on 5389 1270.

Kind regards,

A handwritten signature in black ink, appearing to read 'Greg Sampson'.

Greg Sampson
Principal



REASON FOR THIS NOTICE

Your child, _____, has not attended school on:

_____ and you have not provided a reasonable excuse for these absences.

You are required to send us a reply form with explaining these absences by _____.

Signature of Principal:

OPTIONS FOR RESPONDING TO THIS NOTICE

Option 1

I am unable to adequately respond to this notice because the child was not living with me on some or all of the dates set out above.

The parent with whom the child was living with:

Name of parent/guardian: _____

Option 2

My child did not attend school because:

Signature of parent:

NOTE: If this reason is considered a reasonable excuse, no further action will be taken. If this reason is not considered to be a reasonable excuse, an infringement notice may be sent to you.

The *Education and Training Reform Act 2006* (Vic) states that it is an offence to provide false information in reply to this Notice. You must post or deliver this notice to reach Greg Sampson, Principal, at Dimboola Primary School by _____. If you do not complete and return this form by the due date an infringement notice will be sent to you.