

Attendance and Absenteeism

Rationale

The Education & Training Reform Act 2006 requires that students of school age (six to seventeen years) resident in Victoria are required to be in fulltime attendance at a government or registered non government school unless they are receiving approved home tuition, have a shared enrolment with a specialist setting, have received exemption from the Regional Director (Schools) or are enrolled in correspondence education.

Glenroy West Primary School believes a culture which values attendance at school must be nurtured.

Aims

- To maximise student learning opportunities and performance by ensuring that students required to attend school do so regularly and without unnecessary absences
- This recommendation has resulted from Annual Report data implementation
- Education is a sequential process. Absences often mean students miss important stages in the development of units of work causing them to find 'catching up' difficult
- Absenteeism can contribute significantly to student failure at school
- All enrolled students are required to attend school unless valid and reasonable grounds exist for them to be absent
- Illness is reasonable grounds for absence, shopping excursions and birthday parties are not
- Parents have a responsibility to ensure that children attend school regularly and are only absent if ill or if absolutely necessary
- Parents have a further responsibility to provide a written note or return a completed absence form (this applies for single and half days). These notes are to be retained by the school
- A written note must be provided on the child's return to school
- The Principal has the responsibility to ensure that attendance records are maintained and monitored at school
- All student data absences are recorded in both the morning and the afternoon by teachers are aggregated on the Cases21 data base & communicated to DEECD
- The DEECD Auditors may view student attendance records
- Attendance and absence records will form part of each child's half year and end of year program reports to parents
- The Principal has a further responsibility to ensure that unexplained absences are investigated and that high levels of absenteeism are adequately explained
- The Principal/ AP will contact parents of students with high levels of unexplained or unapproved absences 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 attendance conference being organised. Unresolved attendance issues may be reported by the Principal/AP to the Department of Human Services.
- Aggregated student attendance data is reported to DEECD 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.