Rationale
The Education and Training Reform Act 2006 requires that children of school age (six to sixteen 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.

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

Implementation
- This policy should be read in conjunction with the school’s Student Engagement and Well-Being Policy.
- 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 either a written note or phone call to the school 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 must be recorded in both the morning and the afternoon by teachers and aggregated on the CASES database and communicated to the Department of Education and Early Childhood Development (DEECD).
- The DEECD 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.
- 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, will result in a formal attendance conference being organised. Unresolved attendance issues may be reported by the Principal to the Department of Human Services.
• Students with excellent attendance records (i.e. 5 days or less absence at the end of Semester 1 and 10 days or less absence at the end of Semester 2) will be recognised.

• Posters encouraging school attendance will feature prominently around the school, while regular reminders about the importance of student attendance at school will be included in the school newsletter.

• Student attendance and absence figures will appear on student half year and end of year reports, including advice on how that compares with the state-wide average.

• Aggregated student attendance data will be reported to the DEECD and the wider community each year as part of the annual report.

References

Evaluation
This policy will be reviewed every three (3) years or as deemed necessary.
Dear ………………………………………………………………….

As the parent/guardian of ……………………………………………… in Grade ……………

I wish to advise the absence on …………………………………………………………………

was due to ……………………………………………………………………………………………

……………………………………………………………………………………………………

Parent Signature ……………………………………………………………..
Date ………………………………………

Dear Parent/Guardian

It has been brought to my attention that your child …………………………………….. has been absent from school recently and has not yet provided a written note explaining the reason for the absence.

The date/s of the absence/s are:

………………………………………………………………………………………………………….
………………………………………………………………………………………………………….

It is an Education Department requirement that students provide a note from parents explaining all absences. Therefore, you are required to provide a note covering the above absence/s from school as soon as possible.

Yours sincerely

………………………………………………
Allan Armstrong
Principal