

11. Rationale:

The *Education and Training Reform Act 2006*, the *Education and Training Reform Regulations 2007* and the *Education and Training Reform (School Attendance) Regulations 2013* require children of school age (six to seventeen years) resident in Victoria are required to be in full-time attendance at a registered school unless they are receiving approved home tuition, correspondence education, or have been granted an exemption by the Regional Director.

2. Aims:

The purpose of this policy is to

- ensure all children of compulsory school age are enrolled in a registered school and attend school every day the school is open for instruction
- ensure students, staff and parents/carers have a shared understanding of the importance of attending school
- explain to school staff and parents the key practices and procedures Greenvale Primary School has in place to
 - support, monitor and maintain student attendance
 - record, monitor and follow up student absences.

3. Implementation:

- 3.1 Education is a sequential process. Absences often mean students miss important stages in the development of learning, causing them to find 'catching up' difficult. Contributing significantly to the student's lack of opportunity to achieve their potential.
- 3.2 All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.
- 3.3 Illness is reasonable grounds for an absence - shopping excursions or birthday parties are not.
- 3.4 Parents have a responsibility to ensure that their children attend school regularly and are only absent if ill or if absolutely necessary.
- 3.5 Parents have a further responsibility to provide a medical certificate, a written note or record their child's full day absence on Compass explaining why an absence has occurred.
- 3.6 The Principal has a responsibility to ensure that attendance records are maintained and monitored at school.
- 3.7 Greenvale Primary School must record student attendance twice per day. This is necessary to meet legislative requirements and discharge Greenvale Primary School's duty of care for all students. Attendance will be recorded by the classroom teacher at the start of day, before 9:30am and after recess, 2:30pm, using Compass or a paper roll delivered to the office in a timely manner. If students are in attendance at a school approved activity, the teacher in charge of the activity will record them as being present.
- 3.8 All student absences, recorded in both the morning and the afternoon by teachers using Compass, are aggregated on our CASES database and communicated to the Department of Education.
- 3.9 Late arrivals must come to the office to be recorded in Compass by the office staff before going to class.
- 3.10 Students departing early from school, must be signed out by a parent at the office. Staff record on Compass and contact the classroom to have student come to the office. Students will not be able to be collected early from school after 3.15pm.
- 3.11 The Department of Education and enrolment auditors may seek student attendance records.
- 3.12 If a child is absent on a particular day and the parent/guardian has not contacted the school to explain why, the school will notify the nominated parent/guardian by SMS of the child's unexplained absence as soon as practicable on the same day, this is sent by Compass.
- 3.13 The principal has a further responsibility to ensure that unexplained absences and late arrivals are investigated, and that high levels of absenteeism and punctuality are adequately explained.
- 3.14 The Principal will ensure parents of students with high levels of unexplained or unapproved absences and late arrivals are contacted, with the view to developing and implementing strategies to minimise absences.
- 3.15 Class teachers will monitor student absences on Compass and will seek explanations for any unexplained absences. Office staff to oversee this.

- 3.16 If a student returns to school after an absence which is unexplained, a Compass letter will be emailed home asking for an explanation.
- 3.17 Parents are to notify the school **prior** to taking their child on a family holiday. Parents may use the Prior Approved Absence Letter (Appendix 2) or send an email to the school.
- 3.18 For students going on an extended (more than two weeks) family holiday, a Student Absence Learning Plan will be issued, with the expectation that the student completes the work while they are away.
- 3.19 Ongoing unexplained absences and late arrivals or lack of cooperation regarding student attendance will result in a formal attendance conference being organised.
- 3.20 Unresolved and prolonged attendance issues may be reported by the principal to Child First, the Department of Families, Fairness and Housing (DFFH) or to DET as deemed appropriate.
- 3.21 Newsletter articles will be regularly published tracking average attendance data.
- 3.22 Positive recognition of students and classes with high attendance and low lateness will be recognised and acknowledged at assemblies.
- 3.23 Student attendance and absence figures will appear on student half year and end of year reports.
- 3.24 Aggregated student attendance data is reported to the Department of Education and the wider community each year as part of the annual report.
- 3.25 In general, it would be expected that the Principal would excuse absences for:
 - Medical and dental appointments, where an out of hours appointment is not possible
 - Bereavement or attendance at a funeral of a relative or friend of the student
 - School refusal, if a plan is in place with the parents to address causes
 - Cultural observances, if the parent notifies the school in advance
 - Family holidays, where the parent notifies the school in advance and the student completes any Student Absence Learning Plan agreed by the school, parent and student.
- 3.26 In general, the Principal would not be expected to excuse absences where
 - Approval had not been sought in advance
 - The student was absent due to participating in leisure or social activities without approval
 - The conditions of approval have not been met (e.g. Student Absence Learning Plan for a family holiday not completed).
 - The parent has provided no explanation of the absence

4. Policy Review:

This policy will be reviewed as part of the school's ongoing policy and process review cycle.

Policy last reviewed	December 2024
Approved by	Principal
Next scheduled review date	December 2027

References and Related Documents:

- *The School Attendance Guidelines are available at:*
<https://www2.education.vic.gov.au/pal/attendance/policy>
- *Appendix 1- Student Absence Protocols Flowchart*
- *Appendix 2 - Student Absence Prior Notification*
- *Education and Training Reform Act 2006*
- *Education and Training Reform Regulations 2017*
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Appendix 1: STUDENT ABSENCE PROTOCOLS FLOWCHART

	ACTION
Student attends class	Teacher marks roll in Compass. All absences are automatically Coded as '500 - Unexplained' unless the parent has already put on explanation in Compass or a note has been given to the teacher.
Student attends alternate educational activity for the day eg. camp, school transition visit, sporting event.	Student attendance is recorded as 'Present' on the roll using the correct codes on Compass Codes: 600 Educational (Visit to Secondary School), 604 Excursion (Away from school), 606 Camp, 611 Sports (Including Interschool Sports away from school), 620 Swimming & Water Sport Activity
Student arrives late at school with parent	Parent checks student in late at the front office before student proceeds to class and takes a printed Late Pass to class teacher – approved late arrival recorded on Compass by Office Staff - Code: 807
Student arrives late at school without parent	Student checks in late at the front office and receives a Late Pass. Student proceeds to class and takes the Late Pass to class teacher – unapproved late arrival recorded on Compass by Office Staff - Code: 806
Student leaves school early	Parent/carer comes to the office or phones office to advise of student leaving. Office Staff call classroom, and child comes to the office. Office staff put departure in Compass.
Student is absent – illness/ accident	Approved Absence if parent provides an explanation. Medical/Illness Code: 200
Student is absent – medical, dental, orthodontist, optometrist, speech pathology, counselling appointments in school hours	Principal Approval Required Ongoing absences - Parent to provide Medical Certificate stating that child attended or provided an explanation that an out of hour's appointment was not available and retained by classroom teacher with absence notes.
Student is absent - welfare activities, custody problem, DHS intervention, foster care, court attendance.	Principal Approval Required Approved Absence if parent provides an explanation
Student is absent- funeral, death in family, mourning activities	Principal Approval Required Approved Absence if parent provides an explanation
Student is absent - Family Holidays	Principal Approval Required Parents to notify the school in advance so Student Absence Learning Plan (SALP) developed in conjunction with the class teacher. Absence to be entered as Authorised Absence– Code: 804. If SALP is not completed when the child returns, teacher will change code to an unauthorised absence – Code: 806.
Student is absent from school and parent/guardian has not contacted the school to explain why	The school will notify the nominated parent/guardian by SMS of the child's unexplained absence as soon as practicable on the same day.
Students who have Unauthorised Absences	Class teacher to follow up all unexplained absences either by generating a Student Absence Letter on Compass, by phone or via email.
Students who continue to have unauthorised absences.	All absences are coded as 500 "Unexplained" until an explanation is given from the parent. Teachers are to record in Compass through the chronicle section of their continual attempts of making contact with the family.
Students who have more than 5 Unauthorised Absences after attempts to work with family	Referral to Child First /DFFH Referral to School Attendance Officer if absenteeism continues to escalate.

This flowchart outlines actions required by staff to monitor student absences.

**** NOTE: ALL communication with families should be documented**



PRIOR APPROVED ABSENCE LETTER FROM PARENT/GUARDIAN

Student Name: _____

Class: _____

Date of Absence: _____

Parent/Guardian Signature: _____

Date: _____