
Attendance policy

BASIC BELIEFS

Students of school age (six to sixteen years) attending Victorian schools are required to be in full-time 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.

Students are required to attend school on a regular basis in order to maximize their learning opportunities.

AIMS

- To maximize student learning opportunities by keeping student absenteeism to a minimum.
- To ensure that parents and caregivers provide a note of explanation for all absences.
- To ensure that parents and caregivers are notified of a student absence/truancy promptly.

GUIDELINES FOR ACTION

- All enrolled students are expected to attend daily and on time.
- Class teachers will mark the attendance roll at 9.00 am and 1.40 pm each day.
- Attendance records will be maintained on “*First Class*” and all teachers will receive an electronic absence list daily.
- Parents and caregivers may leave an absent message on the automated message service.
- The school attendance officer will telephone the parents of students who are absent, where an explanation has not been provided.
- Parents of absent students are required to provide written notification, stating the reason/s for absence. This information is to be retained by the College.
- In the case of poor attendance, the AP will consult with the SWC, the family and external support agencies where necessary, to support the student’s attendance at school. In the case of Koori students, a designated support officer is available to provide family assistance and counseling. Where these measures continue to be ineffective, refer to the Student Code of Conduct Policy.
- Newsletter articles will highlight absence issues and the need for regular attendance at school.
- Attendance, absence and late arrival records will form part of each child’s half year and end of year progress reports to parents.