

ATTENDANCE POLICY

1. PURPOSE

1.1 **The Education and Training Reform Amendment Bill - 2009** states that all students between the ages of six to seventeen who are 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, have a shared enrolment with a specialist setting, have received exemption from the Regional Director (Schools) or are enrolled in correspondence education.

2. BROAD GUIDELINES

- 2.1 Specific processes will be followed to maximise learning opportunities by ensuring absenteeism of students is kept to a minimum.
- 2.2 Agreed procedures for managing absenteeism within the school will be followed by all those involved in the student's education
- 2.3 Procedures and processes will be communicated to parents on a regular basis.
- 2.4 Full attendance will be actively encouraged by all staff.
- 2.5 The process will be managed by the Leadership Team

3. IMPLEMENTATION:

- 3.1 East Bentleigh Primary School will actively encourage student attendance through following guidelines in the "**It's Cool to be at School**" resource.
- 3.2 All enrolled students are expected to attend daily.
- 3.3 Class teachers will mark the attendance roll at 9:30am and 2:00pm each day.
- 3.4 Attendance records will be entered into CASES at least weekly and trends analysed.
- 3.5 Attendance and absence records will form part of each student's half year and end of year progress reports to parents.
- 3.6 Parents of absent students are required to provide written notification, stating the reason/s for absence. This information is to be retained by the teacher.
- 3.7 Staff members are to bring to the attention of the Leadership Team any student/s whose attendance is irregular, any students who do not provide adequate information explaining absences, or whose absences appear unwarranted.
- 3.8 In the case of poor attendance, the Leadership Team will consult with the teacher and review attendance records to decide upon the strategy to be employed. As truancy is often indicative of other problems including engagement and family issues, the support strategies employed by the Leadership Team will be determined on a case-by-case basis. However, they may include:
 - Initial telephone contact with parents
 - Counselling sessions for parents and/or students
 - Home visits
 - Formation of a support group
 - School attendance as a prerequisite to extra-curricular activities
 - Attendance rewards

3.9 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 and to the SMR DEECD (Department of Education and Early Childhood Development) Attendance Officer.

4 **EVALUATION**

The school will monitor the attendance data and ensure that all staff is familiar with the process. This policy will be reviewed as part of the school's three-year review cycle.

This Policy was ratified by School Council in

July 2010