Rationale:
The Education Act 1958 requires that children of school age (six-fifteen years) and who reside 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.

Aims:
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:
- Education is a sequential process. Absences often mean students miss important stages in the development of their learning, 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.
- Parents have a responsibility to ensure that their children attend school regularly, punctually 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 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 are recorded in both the morning and the afternoon by teachers.
- System, Government authorities 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 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 to the Department of Human Services.
- Student attendance and absence figures will appear on student half year and end of year reports.
- Aggregated student attendance data is reported to System and Government authorities as required. In addition, it is reported to the wider community each year as part of the annual report.

Evaluation:
This policy will be reviewed as part of the school renewal process.

This policy was last ratified by the School Leadership Team in March 2014

References: