Student Attendance

 POLICY

**St Patrick’s Primary School Pakenham**

**Rationale:**

1. The *Education Act 1958* requires that children of school age (six-fifteen 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.

**Aims:**

1. 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 topics, causing them to find ‘catching up’ difficult.
* Absenteeism can contribute 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 a written note or return a completed absence form to the school explaining why an absence has occurred. (See Form 1 below). It is also permissible to record absence via a telephone call, in which case the reason will be recorded on an orange absence slip by the School Office staff. Other accepted means of contact include the School Diary or the Skool bag App.
* The Principal has a responsibility to ensure that attendance records are maintained and monitored at school.
* All student absences are recorded and printed in both the morning and the afternoon using electronic means.
* The 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. (See Form 2 below).
* 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 Child First or the Department of Human Services.
* Student absence figures will appear on student half year and end of year reports.
* Aggregated student attendance data is reported to the wider community each year as part of the annual report.
* Systems are in place to monitor late arrivals and early dismissals

**Evaluation:**

1. This policy will be reviewed as part of the school’s four-year review cycle.

## STUDENT ABSENCE FORM Form 1

**Student Name:** …………………………………..  **Class:**…………………

**Date of Absence:**

**Reason For Absence:**

**Parent Signature:** …………………………………………………………………

**STUDENT ABSENCES**

  **St Patrick’s Primary School Pakenham**

Form 2

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 a 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.

Staff Signature…………………………………………………