



# ALBANY RISE PRIMARY SCHOOL

## Attendance Policy

RATIFIED BY SCHOOL COUNCIL: 20<sup>th</sup> September 2017

REVIEW DATE: 2020

### RATIONALE:

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 also contribute significantly to student failure at school.

### PURPOSE:

- 1.1 To maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly, and without unnecessary or frivolous absences.
- 1.2 To ensure all children of compulsory school age are enrolled in a registered, preferably neighbourhood school and attend school every day the school is open for instruction.

### GUIDELINES:

- 2.1 All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.
- 2.2 In accordance with the *Education and Training Reform Act 2006*, schooling is compulsory for children and young people aged from 6 – 17 years unless an exemption has been granted.
- 2.3 Parents/guardians must enrol a child of compulsory school age at a registered school and ensure the child attends school at all times when the school is open for instruction.
- 2.4 Students are expected to attend the school in which they are enrolled, during normal school hours every day of each term, unless:
  - there is an approved exemption from school attendance or attendance and enrolment for the student, or
  - the student is registered for home schooling and has only a partial enrolment in a school for particular activities.
- 2.5 A principal or regional director (depending on the circumstances) may authorise an exemption and provide written approval for student attendance or attendance and enrolment to be exempt or reduced to less than full time.
- 2.6 For absences where there is no exemption in place, the parent/guardian must provide an explanation on each occasion to the school. The school will determine if the explanation provided is a reasonable excuse for the purposes of the parent meeting their responsibilities under the *Education and Training Reform Act 2006*.
- 2.7 Illness is reasonable grounds for an absence, shopping excursions or birthday parties are not.
- 2.8 Parents have a responsibility to ensure that their children attend school regularly, and are only absent if ill or if absolutely necessary.
- 2.9 Parents have a further responsibility to provide a written note or return a indicate on Compass parent portal why an absence has occurred.
- 2.10 The Principal has a responsibility to ensure that attendance records are maintained and monitored at school.



# ALBANY RISE PRIMARY SCHOOL

## Attendance Policy

RATIFIED BY SCHOOL COUNCIL: 20<sup>th</sup> September 2017

REVIEW DATE: 2020

- 2.11 All student absences are recorded in both the morning and the afternoon by teachers, are aggregated on the Compass database and communicated to the Department of Education and Training via CASES21. Information is regularly imported from the Compass Portal to CASE21 by the Principal or delegate on a monthly basis.
- 2.12 Students arriving late will be recorded as late (L) on the class roll. Students arriving late must sign in at the office and record the reason for their lateness, before taking a Late Pass to hand to their teacher.
- 2.13 Student's leaving early must be signed 'out' at the office and an 'Early Leaver' pass handed to the classroom teacher. No student should be leaving without an authorised adult.
- 2.14 As far as possible, the school encourages all student appointments with medical and other consultants to be undertaken outside school hours.
- 2.15 Duty of care policy requires student supervision to occur from 8.45am to 3.45pm. No student should be attending school outside these hours, unless they are attending an approved event or OSHC. Staff are not on duty before 8.45pm or after 3.45pm.
- 2.16 The Principal has a further responsibility to ensure that unexplained absences are investigated, and that high levels of absenteeism are adequately explained.
- 2.17 Where a student has an unexplained absence of 2 or more concurrent days, the classroom teacher will arrange contact with the parent to determine the reason for the absence.
- 2.18 The Principal, Assistant Principal, Leading Teacher or delegate will contact parents of students with high levels of unexplained or unapproved absences, with the view to developing and implementing strategies to minimise absences.
- 2.19 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 to the Department of Human Services.
- 2.20 DET School Attendance Officers are empowered by ETRA to issue School Attendance Notices if they have reasonable grounds to believe—
- a) a child who is enrolled at a registered school has been absent from the school on at least 5 separate days in the previous 12 months; and
  - b) no reasonable excuse has been given for the absences; and
  - c) measures to improve the student's attendance—
    - i. have been undertaken in accordance with any guidelines issued by the Minister and have been unsuccessful; or
    - ii. are considered to be inappropriate in the circumstances.
- 2.21 DET School Attendance Officers are empowered by ETRA to issue Infringement Notices if they have reason to believe a parent has failed to comply with a School Attendance Notice or School Enrolment Notice. It is intended that Infringement Notices will only be issued as a very last resort.



# ALBANY RISE PRIMARY SCHOOL

## Attendance Policy

RATIFIED BY SCHOOL COUNCIL: 20<sup>th</sup> September 2017

REVIEW DATE: 2020

- 2.22 Student attendance and absence figures will appear on student half year and end of year reports.
- 2.23 Aggregated student attendance data is reported to the Department of Education and Training and the wider community each year as part of the annual report.

### Attendance records

- 2.24 Schools must record student attendance twice per day in primary schools and record, in writing, the reason given for each absence. This is necessary to:
  - meet legislative requirements
  - discharge schools' duty of care for all students
  - assist calculation of the school's funding
  - enable school councils to report on student attendance annually
- 2.25 ARPS will advise parents/guardians promptly of unexplained absences
- 2.26 When enrolling international students, ARPS will effectively monitor student attendance and implement a documented intervention strategy where attendance is at risk of failing to meet the minimum Student Visa requirement (attendance of a minimum 80% of the scheduled course contact hours during each study period). See: *ISP Quality Standards and School Resources* under [Department resources](#)

### Year level movement

- 2.27 ARPS will regularly promote students to the next year level with their peer group. Staff will use their professional expertise and judgment in relation to the movement of cohorts and individual students.
- 2.28 Students with exceptional academic, social and emotional capacity beyond those of their peers may be promoted to a year level above their cohort at the commencement of an academic year. This would only occur through consultation with the principal, parents, teachers, School Support staff and external practitioners, as appropriate.
- 2.29 Students are retained only in exceptional circumstances where a school considers it is required for the long-term benefit of the student e.g. considering their social, welfare and academic needs. ARPS will ensure that parents/guardians are fully advised of the options that the school considers to best meet individual student needs. Students will not be retained without the consent of parents/guardians.

### Resources:

<http://www.education.vic.gov.au/school/principals/spag/participation/pages/attendance.aspx>

[http://www.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/num\\_act/eatra200624o2006319/](http://www.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/num_act/eatra200624o2006319/)

Principal: \_\_\_\_\_

School Council President: \_\_\_\_\_

Date ratified by School Council: \_\_\_\_\_ 20<sup>th</sup> September 2017 \_\_\_\_\_

To be reviewed: \_\_\_\_\_ 2020 \_\_\_\_\_

ARPS POLICY