



# Black Hill Primary School Student Attendance Policy

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## **Purpose:**

Students of school age 6-17 years resident in Victoria are required to be in full time attendance at a government or 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 or are enrolled in correspondence education.

## **Aims:**

- To maximise learning opportunities by ensuring student absenteeism is kept to a minimum.
- To put into place agreed processes for managing student absences within the school.

## **Implementation:**

- All enrolled students are expected to attend all scheduled classes.
- Teachers mark the attendance roll by 9.10 a.m.
- Attendance and absence records will be recorded on student's half year and end of year report to parents.
- Parents of absent students are required to provide a written, verbal or electronic message detailing the reason for their child/s absence. These notes are collected by class teachers and forwarded to the admin office to be filed with the daily absence report.
- Teachers will follow up absenteeism of 2 days or more, which will be generated from CASES , with a phone call to parents.
- Staff members must bring to the attention of the Attendance Co-ordinator /Assistant Principal and/or Principal any student whose attendance is unsatisfactory.
- The Principal and Assistant Principal after checking attendance records and consulting with the teacher and the student will decide upon a strategy for improvement. The strategy will be determined on a case by case basis as there may be family issues, disconnectedness to school and engagement to school may be indicative for truancy. Some of the strategies include:
  1. Initial contact by phone to parents by classroom teacher
  2. Phone call to parents by the Attendance Coordinator
  3. Meeting with parent and student/s
  4. Development of Individual Attendance Plans
- Ongoing truancy issues will be reported to Regional Office Attendance Officer.
- Attendance records are entered into eCASES by teaching staff including specialist teachers daily, ensuring the correct absence codes are used.

## **Student responsibilities:**

- To attend all classes.
- To supply teachers with notes from a parent explaining all absences.
- To inform teachers of known extended absences and seek information about work missed.

**Teacher responsibilities:**

- To accurately mark class rolls daily. (CRT's to fill in a paper roll)
- To ensure correct codes are entered for absences.
- To request note regarding absences.
- To follow up consistent lateness using data from CASES 21.
- To show concern for students who are absent – ask them where they were and supply any work missed.
- To monitor students and seek support from school leaders if concerned about a particular student.
- Make follow up phone calls to parents after a two day absence of student.
- To monitor weekly attendance and absence reports.
- Send any absence notes received to the office each day.

**Administration/Office responsibilities:**

- To roll over daily attendance to correct date each morning.
- To generate and maintain rolls.
- To accurately enter absence data on a daily basis in CASES21.
- To monitor student attendance data through CASES21 reports.
- To record verbal phone messages from parents and record them in CASES21.
- To provide teachers with relevant absence reports on a weekly basis.

**Attendance Co-ordinator/ Principal and Assistant Principals responsibilities:**

- To oversee and support leaders and teachers, students and parents in the implementation of attendance procedures and policies.
- To educate students, parents and **the community that IT'S NOT OK TO BE AWAY!**
- To follow up students that are at risk of lack of attendance or who are continuously late arrivals.
- To support parents in whatever strategy and assistance they may require.
- The school will follow all DET procedures for schools to record, excuse, monitor and follow up student attendance in order to meet the requirements of the *Education and Training Reform Act 2006*, *Education and Training Reform Regulations 2007* and *Education and Training Reform (School Attendance) Regulations 2013*.

**Evaluation:**

This policy is to be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in:

November 2015