

ATTENDANCE POLICY

ST MARY MACKILLOP PRIMARY SCHOOL KEILOR DOWNS



RATIONALE

- The *Education Act 1958* requires that children of school age (6 - 15 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

- To maximise student learning opportunities and performance by ensuring that children required to attend school, do so regularly and without unnecessary or frivolous absences.
- To be based upon the understanding that education is a sequential process and that absences may mean students miss important stages in the development of topics, causing them to find 'catching up' difficult.
- To ensure that absenteeism is minimised, to facilitate an optimal opportunity for students to have success at school.
- To ensure that all enrolled students attend school, unless reasonable and valid grounds exist for them to be absent.

IMPLEMENTATION

- There are a variety of reasonable reasons for a child not to attend school
- 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 note 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 by teachers in the morning and the afternoon and are aggregated on the attendance roll.

- Ongoing and unexplained absences (more than 3 days) must be reported by the class teacher to the Student Welfare Coordinator, who will ensure these absences are investigated and that high levels of absenteeism are adequately explained. The Student Welfare Coordinator will contact parents of students with high levels of unexplained or unapproved absences, with the view to developing and implementing strategies to minimise absences. This contact is to be by phone or if not able to be contacted by phone, Student Attendance Form 1 is to be used.
- Ongoing unexplained absences or lack of cooperation regarding student attendance may result in a meeting between parents and the school. Unresolved attendance issues may be reported to the Department of Human Services
- Student attendance and absence figures will appear on students' half year report and end of year report.

EVALUATION

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

Written 2008.

Ratified 2008

Reviewed 2017

Student Attendance: Form 1

	<p>SAINT MARY MACKILLOP PRIMARY SCHOOL 152 ODESSA AVENUE KEILOR DOWNS, VICTORIA, 3038 Phone: 03 9367 6199 Fax: 03 9367 1642 Email: principal@marymac.melb.catholic.edu.au</p>
---	--

Student Attendance

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) is (are):

It is an Education Department 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: