



# ATTENDANCE

## POLICY

### **Rationale:**

- The *Education Act 1990* requires that children of school age (six-fifteen years) are required to be in full-time attendance at a government or registered non-government school unless formally exempt. All students who are enrolled at school, regardless of their age, are expected to attend that school whenever instruction is provided.
- Absenteeism contributes significantly to student failure at school.

### **Aim:**

- To maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly.

### **Implementation:**

- All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.
- Parents/caregivers have a responsibility to ensure that their children attend school regularly, and are only absent if ill or if absolutely necessary. Parents/caregivers have a further responsibility to provide a written note to the school explaining why an absence has occurred.
- Independent students not living with parents or guardians are also required to provide notes to explain absences.
- The School provides clear information to students and parents/caregivers regarding attendance requirements and the consequences of unsatisfactory attendance.
- The School advises parents/caregivers promptly when their children are absent from school without explanation (both whole day and fractional truancy), and follows up with letters and phone calls as appropriate.
- The School maintains accurate records of student attendance on OASIS.
- The School investigates all cases of unsatisfactory attendance promptly and appropriate intervention strategies are implemented.
- All School personnel are provided with information on attendance requirements and their obligation to monitor and promote regular attendance at School.
- The Department of Education and enrolment auditors may seek student attendance records.
- Student attendance and absence figures appear on student half year and end of year reports.
- Aggregated student attendance data is reported to the Department of Education and the wider community each year as part of the annual report.

### **Evaluation:**

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

This policy was last ratified in....

May 2007