Rationale

The Education Act 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.

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.

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 contributes 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.
- 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 telephone call explaining why an absence has occurred.
- All student absences are recorded in both the morning and the afternoon by teachers,
• A code for absences will be developed and used to record type of absence on the roll.
• The principal has a responsibility to ensure that attendance records are maintained and monitored at school.
• The principal has a further responsibility to ensure that unexplained absences are investigated, and that high levels of absenteeism are adequately explained.
• 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 the Department of Human Services.
• Student attendance and absence figures will appear on student half year and end of year reports.