St Thomas Aquinas Primary School, Norlane

School Attendance

Rationale:

The Education Act requires that children of school age 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.

The school day begins for children before the first bell sounds. Before this time, children have the opportunity to mix socially with their fellow classmates and ease into the day by getting organised. It is essential that the children arrive at school no earlier than 8:30 am.

Aims:

To maximise student learning opportunities and performance by ensuring that children arrive at school on time and on a regular basis.

Implementation:

- Parents have a responsibility to ensure that their children arrive at school before the first bell.
- 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.
- Students arriving after 9.00 a.m. should be accompanied to the office by their parent/guardian, where they will have their name and explanation for being late recorded.
- 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,
- The principal has a responsibility to ensure that attendance records are maintained and monitored at school, figures will appear on student half year and end of year reports.
The principal has a further responsibility to ensure that unexplained absences are investigated, and that high levels of absenteeism and late arrivals are adequately explained.

Unresolved attendance issues and lack of cooperation may be reported by the principal to the Department of Human Services.

Students who arrive after 9.00am will be recorded as late arrivals in the electronic roll (Nforma) by teacher or Admin Staff.

The principal has a responsibility to ensure where a pattern of late arrival emerges that the parents are contacted to discuss a solution to the issue.

**Evaluation:**
This policy will be reviewed annually and as part of the schools four-year review cycle.

**This Policy established in ...... 2015**