

## **1.0 PURPOSE OF POLICY**

- 1.1 The *Education and Training Reform Act 2006* specifies that all students between the ages of 6 and 17 years must be enrolled at a school or another registered education and training provider.
- 1.2 All students who are enrolled at school, regardless of their age, are expected to attend that school whenever instruction is provided.

## **RATIONALE**

As attendance is intrinsic to educational opportunity, our policy is that all students enrolled at Timboon P-12 School must attend on a full-time basis unless absent with the authority of the school. This policy acknowledges that attendance depends on active cooperation between the school, parents/caregivers and the student.

## **2.0 PRINCIPLES**

- 2.1 Regular attendance at school is essential to assist students to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students.
- 2.2 Encouraging regular attendance is a core school responsibility.
- 2.3 This policy should be read in conjunction with current DET policies and procedures for enrolment of students in Victorian government schools.

## **3.0 HOW THIS POLICY WILL BE PUT INTO PRACTICE**

### **3.1 Parents and Carers**

- 3.1.1 Parents and carers are responsible for enrolling their children of compulsory school age in a government or registered non-government school, or for registering them with the Board of Studies for home schooling.
- 3.1.2 Parents and carers are responsible for ensuring that their children who are enrolled at school attend regularly.
- 3.1.3 Parents and carers are required to explain their children's absences promptly to the school.

### **3.2 Staff**

- 3.2.1 Staff must provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.
- 3.2.2 Staff must advise parents promptly when their children are absent from school without explanation.
- 3.2.3 Staff are responsible for ensuring that accurate records of student attendance are maintained in an approved format.
- 3.2.4 Staff must ensure that all cases of unsatisfactory attendance and part or full day absences from school are reported to the Leadership team who will investigate promptly and ensure that appropriate intervention strategies are implemented.
- 3.2.5 Classroom teachers or YLC will make contact with parents or guardians when a child has been absent for more than three days without explanation.

- 3.2.6 Subschool leaders will track absences and refer for support if necessary
- 3.2.7 Principal must ensure that school personnel are provided with information on attendance requirements and their obligation to monitor and promote regular attendance at school.
- 3.3. Student Support Services**
  - 3.3.1. Educational psychologists, social workers, Child First agency, consultants and Regional support staff be contacted when dealing with attendance matters, particularly chronic attendance problems. Support from these agencies will be sought as required.

#### **4.0. EVALUATION**

- 4.1 Attendance Data (Cases 21)
- 4.2 Student and Parent Survey
- 4.3 Annual Report