

ATTENDANCE POLICY



RATIONALE

We are here for the students: Kingswood is committed to delivering the best education, innovative practices and student experience that builds the foundation for a successful life for each student.

The *Education Act* requires that children of school age (six to seventeen 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.

AIM

To maximise student learning opportunities and outcomes by ensuring that all children attend school without unnecessary absences.

IMPLEMENTATION

- Parents are required to ensure their child attends school and to provide an explanation for their child's absence from school, and the school must record in writing the reason (if any) given by the parent. The school must be able to determine from the records if the excuse given was reasonable in terms of the parent meeting their legal obligations.

Parents should inform the school of the reason for their child's absence so that the school can:

- determine if the child's absence needs to be excused by the school, in line with the department guidelines.
- determine the appropriate follow up to ensure the child's education and wellbeing is supported.
- record if the parent has a reasonable excuse for not meeting their obligation to ensure their child attends school each day.

Where possible, parents should inform the school in advance of upcoming absences

- The school must record student attendance twice per day. This is necessary to:
 - meet legislative requirements
 - discharge the school's duty of care for all students
 - enable the school council to report on student attendance annually
 - The school will use eCASES21 to record student attendance.

Student attendance data will provide evidence for any further enforcement proceedings, including issue of an Infringement Notice (and any appeal) and court

proceedings if it appears a parent may not have met their legal obligations to ensure their child attends school.

The school will report the annual rates of student attendance for the year to the school community in the school annual report.

- Parents have a responsibility to provide a written note to the school explaining why an absence has occurred, for each absence.
- The school has a further responsibility to ensure that unexplained absences are investigated, and that high levels of absenteeism are adequately explained.
- The school will ensure parents of students with high levels of unexplained or unapproved absences are contacted, with the view to developing and implementing strategies to minimise absences.
- Communication encouraging school attendance and punctuality will feature in the newsletter as required.
- Student absence data will appear on student half year and end of year reports.
- Parents have a responsibility to ensure their child arrives at school punctually. Late arrivals must report to the office to sign in and collect a late pass to be handed to the classroom teacher.
- The school will address habitual lateness through parent and student communication, with the view to developing and implementing strategies to minimise lateness.

EVALUATION

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

REVIEW

Version	Edited By / Comments	Next Review
June 2015	WELLBEING SUB COMMITTEE	May 2018