



RATIONALE:

In accordance with the Education and Training Reform Act 2006 schooling is compulsory for children and young people aged from 6 – 17 years unless an exemption has been granted.

Parents/guardians must enrol a child of compulsory school age at a registered school and ensure the child attends school at all times when the school is open for instruction.

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.
- Illness is reasonable grounds for an absence; shopping excursions or birthday parties are not.
- 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 inform the school of their child's absence by either:
 - providing a written note, or
 - responding via SMS text, or
 - submitting a note electronically via Compass, or
 - returning a completed absence form to the school explaining why an absence has occurred.
- The principal has a responsibility to ensure that attendance records are maintained and monitored at school.
- Parents of students whose attendance is 80% or lower will be notified in writing each term.
- If International Students' attendance falls below 90% parents will be notified; if attendance falls below 80% the International Education Division will be notified.
- All student absences are recorded in the morning by teachers, are aggregated on the CASES/Compass database and communicated to the Department of Education and Training (DET).
- Late Arrivals/Early Dismissal books and Text Responses/electronic notes on Compass are updated and analysed.
- DET and enrolment auditors may seek student attendance records.
- 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.
- Telephone contact is made to parents with two absence days without notice.
- 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 or Welfare Officer to the Department of Health & Human Services.
- Student attendance and absence figures will appear on student half year and end of year reports.
- Aggregated student attendance data is reported to DET and the wider community each year as part of the annual report.

EVALUATION:

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