Rationale:
The Education Act 1958 requires that children of school age (6 – 15) resident in Victoria to be in full-time attendance at school unless they are receiving home tuition, correspondence education or have been granted an exemption by the Regional Director.

Aims:
- To support students’ continued attendance at school, without unnecessary lateness or absence.
- To ensure that the maximum benefit is gained from school experiences.

Implementation:
- All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent or late.
- Parents have a legal responsibility to ensure that their children attend school regularly and punctually, and are only absent if ill or if absolutely necessary.
- Whenever a child is absent from school, a brief note, phone call or personal contact is required from the parent to explain the absence. Absence notes should be provided by parents immediately on return to school. A form, will be sent home for unexplained absences.
- Parents have a further legal responsibility to contact the school either verbally or through a written note or return of a completed absence form to explain why the absence occurred.
- The Principal has the responsibility to ensure that the attendance records are maintained and monitored at the school.
- All student absences are recorded in both the morning and afternoon by teachers, are aggregated on our database and communicated to the Department of Education and Early Childhood Development (DEECD).
- The Department of Education enrolment auditors may seek attendance records.
- The principal has a further responsibility to ensure that unexplained absence or lateness is investigated, and that high levels are adequately explained.
- Student lateness and attendance figures will appear on student half year and end of year reports as a comparison to State average.
- Children who are late (or their parent/carer), are required to complete the late arrival register at the office before attending class.
- The principal or representative will contact the parents of students with high levels of unexplained absence or lateness, with the view to developing and implementing strategies to minimize absence/lateness. These may include:
  - Establishing a data base of students who are regularly late/absent
  - Mailing letters to families of children who are frequently absent/late.
  - Requiring parents of children who are frequently absent to contact the school in the morning every time their child is absent.
  - Organizing formal attendance conferences.
  - Utilizing the services of the Southern Metropolitan Region to contact families whose children have ongoing absence concerns.

Evaluation:
- This policy will be reviewed as part of the school’s four-year review cycle.

This policy was last ratified by School Council on 29th May 2008