



Black Hill Primary School

Student Attendance Policy

Purpose:

Students of school age 6-17 years resident in Victoria are required to be in full time attendance at a government or non-government school unless they are receiving approved home tuition, have a shared enrolment with a specialist setting, have received exemption from the Regional Director or are enrolled in correspondence education.

Aims:

- To maximise learning opportunities by ensuring student absenteeism is kept to a minimum.
- To put into place agreed processes for managing student absences within the school.

Implementation:

- All enrolled students are expected to attend all scheduled classes.
- Teachers mark the attendance roll by 9.10 a.m.
- Attendance and absence records will be recorded on student's half year and end of year report to parents.
- Parents of absent students are required to provide a written, verbal or electronic message detailing the reason for their child/s absence. If teachers are notified by parents of an absence, office staff must be informed.
- **Teachers** will follow up **absenteeism of 2 days** or more, which will be generated from CASES , with a phone call to parents.
- Staff members must bring to the attention of the Office Attendance Co-ordinator /Assistant Principal and/or Principal any student whose attendance is unsatisfactory.
- The Principal and Assistant Principal after checking attendance records and consulting with the teacher and the student will decide upon a strategy for improvement. The strategy will be determined on a case by case basis as there may be family issues, disconnectedness to school and engagement to school may be indicative for truancy. Some of the strategies include:
 1. Initial contact by phone to parents by classroom teacher
 2. Phone call to parents by the Office Attendance Coordinator
 3. Meeting with parent and student/s
 4. Development of Individual Attendance Plans
- Ongoing truancy issues will be reported to Regional Office Attendance Officer and in some circumstances, referral to Child First.
- Attendance records are entered into eCASES by teaching staff including specialist teachers daily, ensuring the correct absence codes are used.

Student responsibilities:

- To attend all classes.
- To notify the office on arrival at school after 9.00am.

- To supply teachers with notes from a parent explaining all absences.
- To inform teachers of known extended absences and seek information about work missed.

Teacher responsibilities:

- To accurately mark class rolls daily on Compass. (CRT's to enter data on Compass otherwise on a paper roll in CRT folder)
- To ensure correct codes are entered for absences.
- To check with students that have arrived late at school have notified the office.
- To follow up consistent lateness with office staff using data from CASES 21.
- To show concern for students who are absent – ask them where they were and ensure they catch up on any work missed.
- To monitor students and seek support from school leaders if concerned about a particular student.
- Make follow up phone calls to parents after a two day absence of student.
- To monitor weekly attendance and absence reports.
- Send any absence notes received to the office each day.

Administration/Office responsibilities:

- To roll over daily attendance to correct date each morning.
- To generate and maintain rolls.
- To accurately enter absence data on a daily basis in CASES21.
- To monitor student attendance data through CASES21 reports.
- To record verbal phone messages from parents and record them in CASES21.
- To provide teachers with relevant absence reports on a regular basis or as requested.

Principal and Assistant Principals responsibilities:

- To oversee and support leaders and teachers, students and parents in the implementation of attendance procedures and policies.
- To educate students, parents and **the community that IT'S NOT OK TO BE AWAY!**
- To follow up students that are at risk of lack of attendance or who are continuously late arrivals.
- To support parents in whatever strategy and assistance they may require.
- The school will follow all DET procedures for schools to record, excuse, monitor and follow up student attendance in order to meet the requirements of the *Education and Training Reform Act 2006*, *Education and Training Reform Regulations 2007* and *Education and Training Reform (School Attendance) Regulations 2013*.

Evaluation:

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

This policy was last ratified by School Council in: November 2015, reviewed in November 2019
To be reviewed in June 2022