



St. Bernadette's Primary School

ATTENDANCE POLICY

Rationale

Students of school age (6 to 15 years) residing 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, have a shared enrolment with a specialist setting, have received exemption from the Regional Director or are enrolled in correspondence education.

Aim

- 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 twice a day, by 9:10 am and 2.40 pm.
- Attendance records are entered into N-forma daily.
- Attendance and absence records form part of each student's half-year and end-of-year progress reports to parents.
- Parents of absent students are required to provide communication detailing the reason/s for their child's absence. All correspondence is collected by teachers and forwarded to the school office at the end of the school year.
- Staff members bring to the attention of the Principal/Deputy Principal any student whose attendance is irregular, who does not provide notification (Email, tiqbiz, verbal and written notes) adequately explaining absences, or whose absences appear unwarranted.
- The Principal and Deputy Principal, after checking attendance records and consulting with the teacher and the student, decide upon a strategy to be employed. As truancy is often indicative of other problems including lack of school engagement and family issues, the support strategies employed will be determined on a case-by-case basis. However, strategies may include:
 - initial telephone contact with parents
 - counselling sessions for parents and/or students
 - home visits
 - formation of a support group
 - development of Individual Attendance Plans
 - making regular school attendance a prerequisite for extra-curricular activities
 - attendance rewards.
- Ongoing truancy issues will be reported by the Principal and possibly to the appropriate welfare and government agencies.

Responsibilities

Parents

- To supply teacher with correspondence explaining all absences by 9 a.m. on the day of the absence. (via Flexibuzz, email or phone call)
- To inform teachers of known extended absences and seek information about work missed.

Teachers

- To maintain the class attendance roll.
- To follow up consistent lateness.
- To show concern for students who are absent – ask them where they were and assist student to catch up on missed work.
- To contact school office to ensure parents are contacted on the day of any unexplained absences.
- To monitor students and seek support from Principal/Deputy Principal leaders if concerned about a particular student.

Office Staff

- Contact families of students who are advised absent without an explanation daily by 10 a.m. Calls are to be recorded with date, time and result e.g. left message.

N-forma administrator

- To generate and maintain class rolls.
- To monitor student attendance data.

Principal

- To oversee and support, teachers, students and parents in the implementation of attendance procedures and policy.

Evaluation

The application of this policy will be monitored regularly. The policy will be reviewed as part of the school's review cycle to ensure effective delivery and outcomes.

Written by: Vivienne Armarego and Alex Matzaris 2017

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