



Attendance POLICY

Mount Pleasant Road Primary School

A. Rationale:

- A.1. The *Education Act* requires that children of school age (six to seventeen years) resident in Victoria 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.
- A.2. Daily school attendance is important for all children and young people to succeed in education and to ensure they don't fall behind both socially and developmentally. Children and young people who regularly attend school and complete Year 12 or an equivalent qualification have better health outcomes, better employment outcomes, and higher incomes across their lives. It is important that children develop habits of regular attendance at an early age.
- A.3. School participation is important as it maximises life opportunities for children and young people by providing them with education and support networks. School helps students to develop important skills, knowledge and values which set them up for further learning and participation in their community.
- A.4. Conversely, limited school participation is associated with a greater chance of dropping out of school, disruptive and delinquent behaviour and may lead to a cycle of rebellion against authority. These outcomes have later implications for employment, a range of health risk behaviours (drug and alcohol abuse), homelessness, poverty, welfare dependence, and breaching the law.

B. Aims:

- B.1. To maximise student learning opportunities and performance by ensuring that children required to attend school do so punctually, regularly, and without unnecessary or frivolous absences.
- B.2. To ensure International Students attendance does not fall below 80%.

C. Implementation:

- C.1. All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.
- C.2. Illness is reasonable grounds for an absence - shopping excursions or birthday parties etc. are not.
- C.3. Parents have a responsibility to ensure that their children attend school punctually and regularly, and are only absent if ill or if absolutely necessary.
- C.4. Parents have a further responsibility to provide a written note via Sentral or return a completed absence form (See Form 1 below) to the school explaining why an absence has occurred.
- C.5. Families of students enrolled as International Students must submit an application for leave which will be assessed and recorded with approval only on the basis of compassionate and compelling circumstances. MPRPS will notify DET IED of any absence or leave (during the term) when it is approved by the school.
- C.6. The Principal has a responsibility to ensure that attendance records are maintained and monitored at school.
- C.7. All student absences are recorded in both the morning and the afternoon by teachers using Sentral, are aggregated on the CASES21 database and communicated to DET.
- C.8. The DET and School Attendance Officers may seek student attendance records.
- C.9. The Principal has a further responsibility to ensure that unexplained absences are investigated, and that high levels of absenteeism are adequately explained. A CASES21 or Sentral form will be generated at the end of each term for parents to record a reason for unexplained absences.
- C.10. The Principal 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.
- C.11. Ongoing, unexplained absence or lack of cooperation regarding student attendance, may result in a formal attendance conference being organised. Unresolved attendance issues may be reported to School Attendance Officer.
- C.12. The school community will be made aware of the DET 'Every Day Counts' campaign.

- C.13. Student attendance and absence data will appear on Semester One and Semester Two student reports.
- C.14. Parents and carers can access their child's attendance record via the Sentral parent portal.
- C.15. All student attendance data is reported to DET and the wider community each year as part of the annual report.

D. Evaluation:

D.1. This policy will be reviewed as part of the school's three-year review cycle.

E. For more information, see:

- E.1. Student Attendance and Educational Outcomes: Every Day Counts
<http://www.education.vic.gov.au/Documents/school/parents/everydaycountsprimary.PDF>
- E.2. Student Engagement and Inclusion Guidance Out-of-Home Care and Homelessness - Supporting Children, Young People and their Families Affected by Homelessness – Guidelines for Victorian Schools
<http://www.education.vic.gov.au/Documents/school/teachers/health/homelessnstrat.pdf>
- E.3. [ISP Quality Standards and School Resources](#) - see: International Student Program Quality Standards for Schools, Quality Standard 11 - Monitoring attendance

Form 1

Mount Pleasant Road Primary School

Absence Note

Child's Name: _____

Grade: _____

I wish to advise that his/her absence on: _____

was due to: _____

Yours sincerely,

Name: _____ Parent/Guardian

Signed: _____ Date: _____