



ATTENDANCE POLICY

Rationale:

Students of school age (5 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 home tuition, have a shared enrolment with a specialist organisation, have received exemption from the regional director or are enrolled in correspondence education.

Aim:

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

Implementation:

Staff at St. Richard's will;

- 1.1 Mark the roll electronically before 9.15am and at approximately 2.00pm each school day where practicable.
- 1.2 Record all absences from school or class.
- 1.3 Will follow up three consecutive days of unexplained absences by telephone (*classroom teacher*).

The school will;

- 2.1 Advise parents/guardians of unexplained absences, on the same day as soon as practicable by text message.
- 2.2 Record all absences and keep all notes/emails from parents and guardians for archiving at the end of the school year.
- 2.3 Notify parents when a student's attendance becomes irregular or is deemed to be concerning.
- 2.4 Record student attendance on the student's report twice a year.
- 2.5 When student absence/truancy is ongoing and is affecting the wellbeing of the student concerned the school will put in place support systems and be in contact with appropriate agencies to further support the wellbeing of the student.

The parents will;

- 3.1 Where possible inform the school by email/phone if their child is absent from school.
- 3.2 Provide a written note or email explaining the reason which will be a requirement if the child is absent for three or more consecutive days.
- 3.3 Sign In their child at the school office for a late arrival.
- 3.4 Sign Out their child at the school office for an early dismissal.

Evaluation:

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

This policy was last ratified by the School Advisory Board on 20.06.2018