

## Attendance Policy

### **Movelle School Values:**

Respect, responsibility, resilience, compassion

Movelle Primary School values continual learning and encourages respect, resilience, teamwork and responsibility in all that we do.

### **Rationale:**

- We believe that student success is determined by good attendance at school. Students need to attend school regularly in order to participate fully and gain maximum benefit from their schooling. Regular attendance enables students to access a full education, enabling them to reach their full potential.
- Student attendance is dependent on a supportive school environment, a curriculum that provides for all students and structures and approaches that facilitate the success of all students.
- We acknowledge that monitoring of student attendance enables identification of students at risk and the early implementation of intervention strategies,
- The *Education Act* requires that children of school age (six to sixteen years) resident 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, correspondence education, or have been granted an exemption by the Regional Director.
- School staff should set an example for students, encouraging and emphasising attendance and punctuality.

### **Purpose:**

- Maximise the attendance of all students
- Support families in achieving regular attendance for their children.
- Provide organisational structures which support the early detection and identification of causes of non student attendance
- Identify and support all students at risk of non-attendance
- Support staff in monitoring and following up absences
- Ensure the efficiency and accuracy of data collection for school, legal and audit requirements

### **Implementation:**

students.

- Attend and be punctual for all timetables classes
- Provide a medical certificate/written note to teacher on return to school
- Sign in at Office and provide explanation if late to school
- Discuss with teacher procedures for catching up on any work missed through lateness or absence

- Students taking extended absences from school must have a Student Absence Learning Plan to support the education of students who are absent for an extended period.

#### parents

- Ensure that the student attends and is punctual each day
- Notify the school (preferably in advance) if a student is to be absent
- Provide written explanation to the school for each student absence.
- Contact the school for assistance if a student is resistant to attending school.

#### teachers

- Accurately mark and maintain daily rolls using cases
- Ask for and process notes to approve absences
- Seek support if any student's attendance is an ongoing concern.

#### Cases 21 Operator

- Generate and maintain rolls
- Monitor that rolls have been marked accurately
- Produce a daily list of absences
- Facilitate the tracking of student lateness.
- Provide Cases 21 reports to Assistant Principal

#### Assistant Principal.

- contact parents on child's first day of absence
- Regularly monitor student attendance through examination and analysis of CASES 21 reports
- Contact parents of students with high levels of unexplained absences with a view to developing strategies to minimise absences
- Support the progress of students at risk through liaison with parents and teachers
- Ensure that a good example is set by all staff with attendance and punctuality
- Ensure that very clear attendance expectations are evident to students and staff

#### Principal

- Encourage the development of policies and culture, which encourage student engagement and attendance
  - Ensure that attendance policy and practises are implemented and reviewed on a regular basis
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- Students with excellent attendance records will receive certificates of achievement.
  - Posters encouraging school attendance will feature prominently, as well as newsletter articles.
  - Student attendance and absence figures will appear on student half year and end of year reports.
  - Aggregated student attendance data is reported to the Department of Education and the wider community each year as part of the annual report.

**Evaluation:**

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

Date Implemented:	
Approved by School Council	
School Council President signature & date	
Date reviewed	
Responsible for Review	Assistant Principal
Review Date	February 2017
References	

