



STUDENT ATTENDANCE POLICY

PURPOSE

This policy has been developed to ensure that all children of compulsory school age, who are enrolled at Briar Hill Primary School, attend school every day the school is open for instruction.

This policy should be read in conjunction with the DEECD Attendance Policy, and all associated policies.

CONTEXT

Schooling is compulsory for children and young people aged from 6 – 17 years unless an exemption from attendance or enrolment has been granted.

School participation is important as it maximises life opportunities for children and young people by providing them with education and support networks. School helps people to develop important skills, knowledge and values which set them up for further learning and participation in their community.

Conversely, limited school participation is associated with a greater chance of dropping out of school, disruptive and delinquent behaviour, and may lead to later implications for employment, a range of health risk behaviours (drug and alcohol abuse), homelessness, poverty, welfare dependence, and involvement in the justice system.

All students are expected to attend school every day, when the school is open for instruction, as long as they are fit and healthy enough to do so. Full and regular attendance is a critical factor in ensuring positive educational outcomes for students.

Schools, in partnership with parents, are responsible for promoting the regular attendance of students.

RESPONSIBILITIES

Parents are responsible for:

- ensuring that their children attend school regularly
- promptly explaining any absences of their children, to the school
- taking effective measures to resolve attendance issues involving their children.

School staff are responsible for supporting the regular attendance of students by:

- providing a caring and engaging teaching and learning environment which fosters the student's sense of belonging to the school and its community
- maintaining accurate records of student attendance using approved procedures
- seeking verbal or written advice promptly from parents regarding unexplained full or part day absences
- retaining records of written, electronic and verbal explanations from parents. Verbal explanations must be noted and kept with written and printed electronic explanations
- implementing programs and practices to address attendance issues when they arise
- providing clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.

Class teachers will:

- mark the class roll twice a day, within the first ten minutes of both the commencement of the school day and the commencement of the afternoon session
- record all absences and partial absences in the roll using appropriate procedures and attendance register codes (Appendix A)
- contact parents promptly and within two days of an unexplained absence occurring. Contact may be made either by telephone, or by providing the parent with a 'Compulsory School Attendance Letter' (Appendix B)
- maintain records of the distribution of *Compulsory School Attendance Letters* via a 'Parent Communication Log' (Appendix C)
- alert the principal promptly, if a student's attendance is of concern, because of chronic non-attendance, truancy or persistent lateness.

The Principal (or delegate) will:

- monitor class rolls to ensure that they are maintained appropriately by class teachers
- ensure that parents and students are regularly informed of attendance requirements
- investigate cases of unsatisfactory attendance, including part or full day absences from school, and implement appropriate intervention strategies.

The Principal (or delegate) will ensure that:

- students are enrolled in line with the DEECD's Student Enrolment Guidelines
- attendance records are maintained in an approved format and are an accurate record of the student attendance
- all attendance records including details of transfers and exemptions are accessible as required
- the DEECD is informed of any ongoing attendance problems, including students for whom
- chronic non-attendance is an issue
- attendance records are maintained in an approved format and are an accurate record of the attendance of all students
- school staff are provided with information on attendance requirements and their obligation to monitor and promote regular attendance at school.

SCHOOL ATTENDANCE RECORDS

School attendance records will include

- a register of enrolment, to be retained permanently.
- notes and records of verbal explanations for absences from parents, retained for 1 year from the date of receipt
- attendance rolls, which must be retained for 6 years.

At the end of each school year the principal will ensure that the attendance register and all attached supporting documents and registers are preserved as a complete record of student absences for that year. Where a student has an accident necessitating an accident report, all attendance records should be retained for 20 years.

Attendance records will be maintained on all days that the school is open for instruction, including student free days, school sports days, swimming carnivals, excursions and similar events.

- Students involved in off-site activities organised by the school or the DEECD will be marked as being for educational purposes, for example, where the principal approves the student leaving the school site to undertake school sport or school excursions.
- The school will use eCASES to register and record student attendance. If eCASES is not available, teachers will use a printed copy of the class/student register of attendance.
- The exception method (marking absences only) will be used, using the codes listed in Appendix A.

Attendance records must not be removed from the school premises unless removal is warranted by the enactment of emergency management procedures.

LINKS

DEECD Attendance Policy

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/attendance.aspx>

Legislative and policy requirements for recording and reporting student attendance

https://edugate.eduweb.vic.gov.au/edulibrary/Schools/Circulars/2011/S374-2011_attachment.doc

DEECD Student Engagement Policy

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/engagement.aspx>

DEECD Student Participation: Every Day Counts

[Student Attendance and Educational Outcomes: Every Day Counts](#)

DEECD Student Enrolment Guidelines

<http://www.education.vic.gov.au/school/principals/participation/Pages/enrolment.aspx>

Public Record Office Standard (PROS 01/01) - General Retention & Disposal Authority for School Records

<http://prov.vic.gov.au/wp-content/uploads/2011/05/PROS01-01SchoolsVar3-WebVersion20110121.pdf>

APPENDICES

Appendix A – DEECD Using CASES21 to record types of absences

Appendix B – Common reasons for school absence and general advice for principals

<http://www.education.vic.gov.au/school/principals/participation/Pages/managingabsence.aspx>

Appendix C - BHPS letter to parents, outlining attendance expectations for all enrolled students

EVALUATION

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

Date Implemented	1 August, 2014
Approved By	Briar Hill Primary School Council
Approval Authority (Signature & Date)	
Responsible for Review	Principal
Review Date	November, 2015