



ST ALBANS HEIGHTS PRIMARY SCHOOL

Norwich Street, St Albans 3021 | Ph: 9366 4211, 9366 3127 | Fax: 9364 2328
Email: st.albans.heights.ps@edumail.vic.gov.au | Website: www.sahps.vic.edu.au

Attendance Policy

Rationale

Students of school age (6 to 17 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 an exemption from the Regional Director or are enrolled in correspondence education. This policy acknowledges that attendance depends on active cooperation between the school, parents/caregivers and the student.

Purpose

- 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
- To create a parent culture that views regular school attendance and communicating student absences to the school as important.

Implementation

All staff will take responsibility for student attendance and have high attendance expectations and role model desired behaviours.

All enrolled students are expected to attend school regularly. Extreme cases of regular or prolonged absences will be monitored closely. Legislation in Victoria allows for the prosecution of parents for the regular truancy of their children.

Parents

Parents will ensure that their child is in school every day unless there is a legitimate reason for the child's absence (e.g. illness).

Parents are obliged to inform the school of the reason for a student's absence. Where practicable, parents will be advised to notify the school in advance of any absence. Parents will contact the school via the absence phone line on 9366 4211 by 10am each day, and provide a note upon the student's return. Alternatively, parents can log a child's absence on Compass.

Teachers

Teachers will accurately mark the roll for AM session and PM session each day using Compass. They will keep records of all absences (notes), including lateness. Both the roll and notes are legal documents and must be forwarded to the school office regularly to be filed according to school policy. Teachers should encourage students to bring notes regarding school absence. Teachers will promote the message "It's not ok to be away" and will follow up consistent lateness. Student absences will be reported on students School Report.

Students

Students will attend school regularly and supply class teachers with a note from their parents explaining each absence.

Attendance Officer

The Attendance Officer will:

- ensure rolls are marked prior to 10:30am and end of the school day
- process absent line and app absences
- process suspensions
- Where there is any doubt about the whereabouts of a student, prompt communication will occur with the parents/caregivers/guardians.

Generate and maintain accurate class rolls and input changes to daily absences into Cases where required. They will monitor student attendance data and notify appropriate personnel regarding any major concerns/patterns of absence.

Generate notices to send home regarding unexplained absences once per term.

Wellbeing Team

The Well-being team will assist staff to follow up attendance of those students identified as having unsatisfactory attendance.

Assist in the development of a school plan in conjunction with the school, parents and students to improve individual attendance.

Student Wellbeing office will meet with parents of students whom have high absences.