

Date September 10 2018	MELTON WEST PRIMARY SCHOOL STUDENT ATTENDANCE POLICY
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1. PURPOSE

Daily school attendance is important for all children and young people to succeed in education and to ensure that they don't fall behind both socially and developmentally. 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.

This policy should be read in conjunction with the Department of Education and Training's [School Attendance Guidelines](#).

2. POLICY STATEMENT

- 2.1 To improve the attendance of all students.
- 2.2 To develop habits of regular attendance.
- 2.3 To reduce unauthorised absences.

3. IMPLEMENTATION

- 3.1 The school will encourage all students to be at school, on time every day.
- 3.2 The school's Attendance Policy will be available on the school website and distributed to parents at the commencement of each year and included in the Enrolment Package.
- 3.3 The Attendance Policy will be available on the school website.
- 3.4 Parents are required by law to ensure their child attends school every day and provide an explanation for their child's absence from school via phone message or note.
- 3.5 If a student is absent from school for one day parents must notify the school (via phone, Skoolbag or note) of the reason.
- 3.6 All parents/carers will receive an SMS message that their child is absent if no explanation has been given prior to 10:30 am.
- 3.7 If a student is absent from school for two days due to illness, parents are encouraged to provide a medical certificate explaining the reason for absence.
- 3.8 Students who are picked up early from school must complete the Early Departure forms at the office providing a reason for the early departure.
- 3.9 If a student arrives at school after 9:00am, they must go to the office and receive a Late Pass before going to their class.
- 3.10 Students who return to school after an unexplained absence, will have a note sent home to parents requesting an explanation as to their child's absence.
- 3.11 Teachers or Enrolment Officer will make contact with home when a student has been absent for one day and have not notified the school as to the reason.
- 3.12 Students will be given a Attendance Letter requiring parents to notify the absence reason for any unexplained days that the student has not been present at school within that month

- 3.13 Melton West PS will keep a record of the reason given for each absence. The principal will determine if the explanation provided is a **reasonable excuse** for the purposes of the parent and Melton West PS meeting their responsibilities under the *Education Training Reform Act 2006* and the School Attendance Guidelines.
- 3.14 The school will ensure that the MWPS Attendance Procedures Flow Chart is followed by all staff.
- 3.15 If Melton West PS considers that the parent has provided a **reasonable excuse** for their child's absence the absence will be marked as '**excused absence.**' If the school decides that the reason given is not determined to be reasonable, the absence will be marked as '**unexcused absence**' The Principal has the discretion to accept a reason given by a parent for a student's absence
- 3.16 Students with less than 85% attendance will be identified as Attendance Concerns and their attendance closely monitored by the Attendance Support Personnel.
- 3.17 When a student's attendance rate falls below 70%, an Attendance Support Group Meeting will be scheduled involving a member of School Leadership, Attendance Support Personnel, Classroom Teacher and Parents/Guardians.
- 3.18 If Melton West PS decides that it has exhausted strategies for addressing a student's unsatisfactory attendance, we may, in accordance with the School Attendance Guidelines refer the non-attendance to a School Attendance Officer in the Regional Office for further action.
- 3.19 If, from multiple attempts to contact with a parent, it becomes apparent that a student will not be returning to the school, the principal may make a referral to a School Attendance Officer if
- the student has been absent from school on at least five full days in the previous 12 months where:
 - the parent has not provided a reasonable excuse for these absences; and
 - measures to improve the student's attendance have been undertaken and have been unsuccessful
 - the student's whereabouts are unknown and:
 - the student has been absent for 10 consecutive school days; or
 - no alternative education destination can be found for the student.

Supporting Documents and references

<https://www.education.vic.gov.au/school/teachers/studentmanagement/Pages/attendanceimportance.aspx>

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

Date Reviewed: (School Council Endorsement)	November 12 th 2018
Date of Last Review	November 12 th 2018
Next Review Due Date	September 2021
Responsible for Review	Assistant Principal
Frequency of Review	3 year review cycle
References	Victorian Government Schools Policy Advisory Guide