



# ATTENDANCE POLICY

*Sacred Heart Catholic Parish Primary school has a commitment to the care, safety and wellbeing of children.*

## Rationale

The *Education Act 2013* requires that children of school age (six to seventeen 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.

Education is a sequential process. Absences often mean students miss important stages in the development of topics, causing them to find 'catching up' difficult and therefore absenteeism contributes significantly to student failure at school.

## Aim

To maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly, and without unnecessary absences.

## Implementation

- All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.
- Parents have a responsibility to ensure that their children attend school regularly, and are only absent if ill or if absolutely necessary.
- Parents have a further responsibility to provide a written note or contact the school explaining why an absence has occurred.
- All student absences are recorded in both the morning and the afternoon by teachers, are aggregated on nForma Website and communicated to the Catholic Education Melbourne and the Department of Education.
- As at 1<sup>st</sup> July 2018, parents are contacted each day to find out the reason for their children's absence.
- At Sacred Heart, meetings are held with parents twice a year to communicate the importance of student attendance.
- A statement is written on individual student's reports when attendance is unacceptable indicating the number of days the student has missed and that it is a requirement that students attend school each day.

*"It is important that \_\_\_\_\_ is at school everyday and arrives at school at 8.30am. This will ensure that \_\_\_\_\_ does not miss out on any learning."*

- Aggregated student attendance data is reported to the Department of Education and the wider community each year as part of the annual report.

## **Roll Marking Procedures**

- **The N-Forma Roll must be taken every morning before 8.45am, and after Break 2.**
- Office personnel will ring parents each day when students are marked absent without a reason.
- Students are only marked absent with a reason when this information is given to the school by a parent or carer.
- If a student arrives after 8.45am, students will need to sign in on the ipad at the office. Classroom teacher will get an email and office personnel will mark the roll on *N-Forma*.
- If a parent calls the school office to advise of a student absence, the classroom teacher and Principal will be e-mailed with this information. The e-mail will also let you know if the office has updated the roll with this information.
- If a student is absent for more than 3 days, staff inform the Principal or Deputy Principal, so that this can absence can be investigated.

## **Evaluation**

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

This policy was reviewed in....

Term 3 2018