1. **Purpose:**

1.1 There is an identified correlation between student attendance and academic achievement therefore all children are required to attend school unless reasonable or valid grounds are established for absences.

1.2 The *Education Act* 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.

2. **Implementation**

2.1 Illness and other medical conditions are reasonable grounds for an absence

2.2 Parents have a responsibility to ensure that their children attend school regularly, punctually and are only absent if ill or have reasonable grounds for non-attendance.

2.3 Parents have a further responsibility to provide a written note to the school explaining why and absence or lateness has occurred.

2.4 The Principal has a responsibility to ensure that attendance records are maintained and monitored regularly.

2.5 The school has procedures to monitor, communicate and implement strategies to improve regular school attendance. This is acknowledged as a pre-requisite for learning.

2.6 All absences including late arrivals and early finishes; are recorded in both the morning and afternoon sessions by teachers, aggregated on the CASES database and communicated to DET.

2.7 The DET and enrolment auditors may seek student attendance records.

2.8 The Principal has a further responsibility to ensure that unexplained absences and regular late arrivals are investigated.

2.9 Staff will contact parents regarding unexplained absences of more than two days.

2.10 The Principal or nominee will contact parents of students with high levels of unexplained or unapproved absences with the view to developing and implementing strategies to minimise such.

2.11 Ongoing unexplained absences or lack of co-operation regarding student attendance will result in a formal attendance conference being organised. Unresolved attendance issues may be reported by the Principal to DHS.

2.12 Student attendance and absence figures will appear on student half year and end of year reports.

2.13 Aggregated student attendance data is reported to DET and the wider community each year as part of the Annual Report.

3. **Evaluation:**

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