



Quarry Hill Primary School

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Attendance Policy

RATIONALE:

Students of school age (6-15 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, have a shared enrolment with a specialist setting, have exemption from the Regional Director or are enrolled in correspondence education.

AIM:

- To maximise student learning opportunities by ensuring student absenteeism is kept to a minimum.
- To put in 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 enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.
- All staff will take responsibility for student attendance.
- Teachers to mark the Compass attendance roll twice a day.
- Attendance and absence records will be recorded on student's half year and end of year report to parents.
- Parents of absent students are required to provide written electronic message detailing the reason for their child/ren's absence.
- Teachers will follow up unexplained absences with a phone call to parents
- Staff members must bring to the attention of Assistant Principal and/or Principal any student whose attendance is unsatisfactory.
- The Principal and Assistant Principal after checking attendance records and consulting with the teacher and the student will decide upon a strategy for improvement. The strategy will be determined on a case by case basis. Some of the strategies include:
 1. Phone call to parents by Principal/Assistant Principal
 2. Referring to Chaplain
 3. Meeting with parents and student/s
 4. Development of Individual Attendance Plans
 5. Letter home to parents
- Ongoing unexplained absences, or lack of cooperation regarding student attendance, will result in a report made to Regional Office Attendance Officer and can result in a fine.

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

STUDENT RESPONSIBILITIES:

- Attend school regularly and on time.
- Supply class teacher with a note from a parent explaining all absences

PARENT RESPONSIBILITIES:

- Ensure his/her child is in school every school day unless there is a legitimate reason for the child's absence.
- Ensure his/her child arrives before the 9.00am bell
- Provide an explanation for student absences.

TEACHER RESPONSIBILITIES:

- Accurately mark rolls twice daily
- Follow up on consistent lateness
- Monitor student absences and seek support from Principal/Assistant Principal if concerned
- Request notes regarding absences
- Make a follow up phone call to parents for unexplained absence of student.
- Reinforce the message 'It is not okay to be away'

ADMINISTRATION/OFFICE RESPONSIBILITIES

- Generate and maintain class rolls
- Accurately input daily absences in to CASES21
- Monitor student attendance data
- To record verbal phone messages from parents

PRINCIPAL AND ASSISTANT PRINCIPAL RESPONSIBILITIES

- To support teachers to follow up attendance concerns. (absences and continual late arrivals)
- Place regular items in the newsletter to promote the message EVERY DAY COUNTS
- Support parents in whatever strategy and assistance they may require

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

Policy to be reviewed annually or as required