



ATTENDANCE POLICY FOR PARENTS

EVERYDAY COUNTS / LEARNING STARTS AT 9AM

Going to school every day is the single most important part of your child's education.

Students learn new things at school every day.

We want our students to get a great education, and the building blocks for a great education begin with students coming to school each and every day.

There is no safe number of days for missing school – each day a student misses puts them behind, and affects their educational outcomes.

School Supports

The school has a wellbeing team who can support you and your child to ensure they attend school on time every day.

Notifying the school of an absence

School attendance is mandated under the *Education Training and Reform Act 2006*. It is the responsibility of parents/carers to ensure their child regularly attends school.

Parents must contact the school to provide an explanation on the day of the student absence.

Student absences are recorded through the Sentral APP or email the school on the day.

If no contact can be made with you or your emergency contacts, the absence will be recorded as an unexplained absence and be noted in your child's file. You can contact the classroom teacher at any time with either a verbal or a written explanation for your child's absence.

Acceptable reasons for an absence

The main reasons for absence are

Sickness

We understand that at times your child may become unwell. It is vital that they are only away on the days they are genuinely sick and do not return to school until they are well. It is important for children to have good sleep patterns, eat well and exercise regularly.

Family Holidays

It is vital that holidays are planned during school holidays and not during the term. The Principal must approve any holidays during school time in advance. The school can provide a Student Absence Learning Plan which is implemented to support the education of students who are absent from school for an extended period. Student Absence Learning Plans should be developed collaboratively by teachers, students and their parent.

What are unexplained or unapproved absences?

The principal will approve or not approve any absence on a case-by-case basis.

The teacher will record an absence as '**unexplained**' if no explanation about the absence is given to the school.

Unacceptable reasons for allowing a child to stay home from school include; completing adult duties such as child-minding and interpreting, keeping an adult company, visiting friends and relatives, shopping trips and birthdays.

Remember, every day counts. If your child must miss school, speak with your classroom teacher as early as possible.

Department Guidelines

For more information and resources relating to attendance please visit:

www.education.vic.gov.au/school/parents/behaviour/Pages/studentattendance.aspx

This policy was ratified by School Council in April 2018 and will be reviewed in April 2021