



STUDENT ATTENDANCE POLICY

RATIONALE:

In accordance with the *Education and Training Reform Act 2006*, schooling is compulsory for children and young people aged from 6 – 17 years unless an exemption has been granted.

Absence from school means that learning opportunities are reduced and this can ultimately lead to poorer student achievement. Each child is expected to attend every school day unless the parent has a valid, reasonable explanation for the absence.

AIM:

To maximise learning opportunities for students by keeping absenteeism to a minimum.

IMPLEMENTATION:

- Parents/guardians must enrol a child of compulsory school age at a registered school and ensure the child attends school at all times when the school is open for instruction.
- Students are expected to attend the school in which they are enrolled, during normal school hours every day of each term, unless:
 - there is an approved exemption from school attendance or attendance and enrolment for the student, or
 - the student is registered for home schooling and has only a partial enrolment in a school for particular activities.
- A principal or regional director (depending on the circumstances) may authorise an exemption and provide written approval for student attendance or attendance and enrolment to be exempt or reduced to less than full time.
- For absences where there is no exemption in place, the parent/guardian must provide an explanation on each occasion to the school via written note, phone call or email. Where possible, parents should report absences in advance. The school will determine if the explanation provided is a reasonable excuse for the purposes of the parent meeting their responsibilities under the *Education and Training Reform Act 2006*.
- Schools must record attendance twice daily.
- Once each term, schools may follow up student absences with a request for parents to state the reason for the absence/s.

Notification of Absences

Parents/carers are required to provide the school with information pertaining to their child's absence via phone call or email to the school on the day of the absence or by written note on the day of student return. It is requested that parents/carers inform the school of an absence due to a communicable illness (see attachment). It is a Department of Education and Training (DET) requirement that we have a reason for every day a student is absent. Where possible, parents should report absences in advance.

Illnesses

When a child is unwell it is expected that the child will remain at home.

When illness occurs during a school day, parents will be asked to arrange for collection of the student from school. The parent/carer will be required to sign the student out from the office.

Appendix: Exclusion Times for Illnesses

The Victorian Government School Policy Advisory Guide is the source used for all matters pertaining to health and safety of both staff and students. Additional information is also obtained from the Department of Human Services. See below.

Late Arrival

The late arrival of students inhibits the beginning of a productive morning at school for the entire class. If teachers must repeat instructions to students that have arrived late, the children that have arrived at school on time lose valuable lesson time. Please help us to keep the lessons on track, by ensuring your child is not late to school.

The roll is marked online within the first 15 minutes of the commencement of school and again following lunchtime. Please ensure that your child on time and in line each morning. If your child arrives after this time he/she will be marked late for the morning.

All students arriving to school after 9am must be signed in **by a parent or authorised adult** at the Office and proceed to class with a late notice.

Late collection

It is expected that students are collected as close to 3.30pm as possible. There is a teacher on yard duty at the front of the school until 3.45pm. After this time supervision is no longer available and any student who has not been collected by a parent/carer, must go to the Office.

If your child is unable to be collected before 3:45pm, you must contact the Office immediately. It is recommended that enrol your child into Outside School Hours Care (OSHC).

Leaving School During School Hours:

If a student needs to leave the school during school hours (e.g. medical appointment), it is necessary for you or an authorised adult to:

- Inform the Class Teacher ahead of time via written note, phone call or email. Please ensure that the student is collected at the start of recess or lunch break to minimise disruption to the class.
- Present at the front office, inform the office staff of the intention to take the student out of school, sign the student out and wait in the foyer for the student to come to the office.

In order to minimise disruption to teachers and students, children will not be called over the Public Address system.

If a student needs to leave the school during school hours because they are unwell or injured, it is necessary for you or the authorised adult to:

- Collect the student from the Office or First Aid Room
- Sign the student out before leaving.

Students are not permitted to leave the school during school hours unless accompanied an authorised adult.

Evaluation:

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

This policy was ratified by school council in...

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School Policy Advisory Guide: Appendix

Disease	Exclusion from School
Chickenpox	Until fully recovered or for at least five days after the eruption first appears. Note: Some remaining scabs are not an indication for continued exclusion.
Conjunctivitis	Until discharge from eyes has ceased
Diarrhoea	Until diarrhoea has ceased or until medical certificate of recovery is produced.
Diphtheria	Until medical certificate of recovery is received following at least two negative throat swabs, the first not less than twenty-four hours after finishing a course of antibiotics and the other forty-eight hours later.
Glandular Fever	Exclusion is not necessary
Hand, foot and mouth disease	Until all blisters have dried
Haemophilus type b(Hib)	Until medical certificate of recovery is received.
Hepatitis A	Until a medical certificate of recovery is received, but not before seven days after the onset of jaundice or illness.
Hepatitis B	Exclusion is not necessary
Hepatitis C	Exclusion is not necessary
Herpes (Cold Sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.
Hookworm	Exclusion is not necessary
Impetigo (School Sores)	Until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.
Influenzas and like illnesses	Until well
Measles	For at least four days after the onset of rash.
Meningitis (Bacteria)	Until well.
Meningococcal infection	Until adequate carrier eradication therapy has been completed.
Molluscum contagiosum	Exclusion not necessary.
Mumps	For nine days or until swelling goes down (whichever is sooner).
Poliomyelitis	For at least fourteen days from onset. Re-admit after receiving medical certificate of recovery.
Ringworm, scabies, pediculosis (Head Lice)	Re-admit the day after appropriate treatment has commenced.
Rubella (German Measles)	Until fully recovered or for at least four days after the onset of the rash
Salmonella, Shigella	Until diarrhoea ceases
Streptococcal infection (including Scarlet Fever)	Until the child has received antibiotic treatment for at least twenty-four hours and the child feels well.
Trachoma	Re-admit the day after appropriate treatment has commenced.
Tuberculosis	Until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious.
Typhoid fever (including paratyphoid fever)	Until approval to return has been given by the Secretary.
Whooping Cough (Pertussis)	Exclude the child for five days after starting antibiotic treatment.
Worms (intestinal)	Exclude if diarrhoea present

School Attendance guidelines

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

Every day counts

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

Legal requirements

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

Procedures to manage school Absences

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

Factors that impact attendance

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

Whole School Strategies to promote attendance

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

Strategies to improve a student's attendance

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

School Attendance Officers

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

School Attendance Notices

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

Infringement notices

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