

Policy Number	Ratification Date	Reviewed	Review Date
6	Aug 2017	Aug 2017	2020



ATTENDANCE POLICY

(INCORPORATING INTERNATIONAL STUDENTS)

Rationale

Schooling is compulsory for children and young people aged from 6–17 years unless an exemption from attendance or enrolment has been granted.

Daily school attendance is important for all children and young people to succeed in education and to ensure they do not fall behind both socially and developmentally. Children and young people who regularly attend school have better health outcomes, better employment outcomes, and higher incomes across their lives. It is important that children develop habits of regular attendance at an early age.

School participation is important as it maximises life opportunities for children and young people by providing them with education and support networks. School helps children develop important skills, knowledge and values, which set them up for further learning and participation in their community.

Conversely, limited school participation is associated with a greater chance of dropping out of school, disruptive behaviour and may lead to a cycle of rebellion against authority. These outcomes have later implications for employment, a range of health risk behaviours (drug and alcohol abuse), homelessness, poverty, welfare dependence, and involvement in the justice system.

Aim

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

Implementation

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 for the student.

Parents of students who are to be absent are required to telephone the school before 9.00am to report the absence.

Parents must provide a written note or email to the school explaining why an absence has occurred.

Classroom teachers are to maintain accurate attendance records for their class using the Sentral platform. Classroom teachers are to monitor attendance and advise the Student Wellbeing Coordinator if they have any concerns.

From the end of Term 2 in 2018, the school is required to contact parents/guardians as soon as practicable on the day of a student's unexplained absence. Former guidelines required schools to notify parents within three days.

Ongoing unexplained absences or lack of cooperation regarding student attendance will result in a formal attendance conference being organised with the student, the parents, the classroom teacher and the Student Wellbeing Coordinator.

The Principal must approve all holidays taken during the school term. Holidays, which are not approved, will be marked as an "unapproved" absence. Holidays can be approved by sending an email to elsternwick.ps@edumail.vic.gov.au

International students must attend a minimum 80% of scheduled course contact hours as a condition of their student visa.

Effective monitoring by the International Student Coordinator of an international student's attendance is undertaken on a fortnightly bases to facilitate early detection of student attendance issues. A record of attendance is kept on file.

When an international student's attendance reaches 90%, the classroom teacher is responsible for contacting the parent/guardian to address issues affecting attendance. An Attendance Compliance Procedure proforma will be completed and kept on file.

When an international student's attendance falls below 90%, a formal attendance conference between the International Student Coordinator, Student Wellbeing Coordinator, classroom teacher, parents and students will be held. The student will be required to enter into a contract with the school aimed at improving attendance. An Attendance Compliance Procedure proforma will be completed and kept on file.

When an international student's attendance falls to 85%, the student will be referred to the International Education Division and placed on a contract aimed at improving attendance. An Attendance Complain Procedure proforma will be completed and kept on file.

When an international student's attendance falls below 85%, the International Student Coordinator will contact the International Education Division.

Evaluation

The Attendance Policy (incorporating International Students) will be reviewed in August 2020.