



## Roxburgh Homestead Primary School LATE / ATTENDANCE @ POLICY

### Rationale:

- Students of school age (six to sixteen 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 received exemption from the Regional Director (Schools) or are enrolled in distance education.

### Aims:

- To maximise learning opportunities by ensuring maximum students attendance.
- To put into place agreed processes for managing regular absenteeism within the school.
- To reach our target of an average of less than 10 days per student, across the school.

### Implementation:

- All enrolled students are expected to attend all of each school day.
- **Soft Start at 8.50am** – Students are expected to make their way into class ready for a 9.00am start.
- Class teachers will mark the attendance roll at 9:00am and 2:15pm each day.
- If students **are not** present by 9.00am, they will be marked **LATE**.
- If a student is **LATE** on 3 or more occasions or a pattern of lateness is noted eg certain days and or frequency, a phone call will be made to the parent/guardian for further inquiry.
  
- If a student is **Absent** on 3 or more consecutive days or a pattern of absences is occurring, a phone call will be made to the parent/guardian for further inquiry.
  - Parent/Guardian to also inform the school in written form.
- Attendance records will be entered into CASES21 daily.
- Attendance and absence records will form part of each child's half year and end of year progress reports to parents.
- Parents of absent students are required to provide a written note, detailing the reason/s for absence. These notes will be retained in the schools record keeping system.
- Staff members are to bring to the attention of the Student Wellbeing Coordinator any student/s whose attendance is irregular, any students who do not provide written notes adequately explaining absences, or whose absences appear unwarranted.
- The Student Wellbeing Coordinator will, after consulting with the teacher, attendance records and the student, decide upon a strategy to be employed. As irregular attendance is often indicative of other problems including engagement and family issues, the support strategies employed will be determined on a case-by-case basis. However, they may include:
  - Initial telephone contact with parents
  - Counselling sessions for parents and/or students
  - Ongoing monitoring of student's attendance.
  - Formation of a support group
- Attendance will be a regular topic in classrooms, assemblies and the newsletter.
- Ongoing attendance issues will be reported by the principal to the appropriate welfare and government agencies.

### Evaluation:

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

This policy was last ratified by School Council in 2014.