



Yarraville Special Developmental School
No. 9278

ATTENDANCE POLICY

Yarraville SDS Principal: Ashwini Sharma

School Council President: Kim Mace

Certification

School Council President

Signed *Kim Mace*

Date *16/2/18*

Principal

Signed *Ashwini Sharma*

Date *28/2/18*

This policy ratified at School Council meeting

27/2/18



Yarraville Special Developmental School

Excellence In Learning

ATTENDANCE POLICY

RATIONALE:

According to the *Education and Training Reform Act 2006*, *Education and Training Reform Regulations 2007* and *Education and Training Reform (School Attendance) Regulations 2013* children of school age (six-seventeen 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, correspondence education, or have been granted an exemption by the Regional Director. In addition the National Youth Participation Requirement agreed that all young people under the age of 17 must participate in schools or an approved equivalent until they complete year 10 and if they have completed Year 10, participate full-time (at least 25 hours per week) in employment or further education and training; or a combination of these activities until they reach 17 years of age.

AIMS:

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:

- School participation is important as it maximizes life opportunities for children and young people by providing them with education and support networks. School helps people to develop important skills, knowledge and values which set them up for further learning and participation in their community.
- Education is a sequential process. Absences often mean students miss important stages in the development of topics, causing them to find 'catching up' difficult.
- Absenteeism contributes significantly to student failure at school.
- All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.
- Illness is reasonable grounds for an absence, shopping excursions or birthday parties are not.
- Parents/caregivers have a responsibility to ensure that their children attend school regularly, and are only absent if ill or if absolutely necessary.
- Parents/caregivers have a further responsibility to notify the school of their child's absence by telephoning or by providing a written note or returning a completed absence form (See Form 1 below) to the school explaining why an absence has occurred.
- The principal has a responsibility to ensure that attendance records are maintained and monitored
- Learning Centre Leaders will be responsible for monitoring and investigating student absence.
- All student absences are recorded in both the morning and the afternoon by teachers, are aggregated on our CASES database and communicated to DET
- DET and enrolment auditors may seek student attendance records.
- The principal has a further responsibility to ensure that unexplained absences are investigated, and that high levels of absenteeism are adequately explained.
- The principal or principal nominee will contact parents of students with high levels of unexplained or unapproved absences, with the view to developing and implementing strategies to minimise absences.

- Ongoing unexplained absences or lack of cooperation regarding student attendance will result in a formal attendance conference being organised.
- If measures to improve attendance have been undertaken by the school unresolved attendance concerns may be reported by the Principal to a School Attendance Officer (Regional Director).
- Student attendance and absence figures will appear on student half year and end of year reports.
- Aggregated student attendance data is reported to the DET and the wider community each year as part of the annual report.

ATTENDANCE FOLLOW UP PROTOCOLS:

PERSON SIGNING BUS ROLE

- A walk through the bus to see if all students have disembarked

CLASSROOM TEACHER

- Mark the roles every day by 10.00 am
- If child is absent without any explanation from parent / carer / message from the bus chaperone, ring parent to enquire on the day at the earliest convenient
- Send out REASON FOR STUDENT ABSENCE SHEET if student returns without explanation
- If excuse given go into cases and put in
- If child absent for 3rd day unexplained refer to team leaders
- If a child is absent for 3+ days in the term ring parents to enquire reason and remind regular attendance is important
- If a child is absent for 5+ days in the term refer to team leader for follow up
- Maintain regular contact with Parents/caregivers
- View attendance on a weekly level for early identification
- The office can support you to generate a report
- If seeing a pattern seek support from LA leaders
- Keep all absence slips and notes in termly folders (Plastic pockets)

LEARNING AREA LEADERS

- 3+ consecutive days unexplained - phone call home (referred by teachers)
- 5+ days absence in one term – phone call home
- If no improvement - letter home (Cases form ST21320)
- If no improvement – support /reengagement plan with classroom teacher, LA leader, AP/Principal if deemed necessary
- (Form 1 – Attendance Policy)
- Analyse absence data termly to identify regular absence patterns
- Targets for early intervention
- Feedback to teaching staff for regular monitoring
- Drafting individual support plans
- Refer persistent cases to wellbeing for follow up/family support

OFFICE

- All phone correspondence to office or staffroom to be recorded on absence sheet and passed to class teacher before 10 am
- Adjust late attendance and early leavers
- Input CRT hard copies of rolls
- Generate Absence correspondence at Learning Area Leader request
- Generate termly reports for LA leaders
- Enter data retrospectively if more than three weeks has passed

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

ATTACHMENTS:

**Yarraville SDS
STUDENT ABSENCE NOTIFICATION**

Date.....

Dear Parent / Guardian,

It has been brought to my attention that your child has been absent from school on a number of occasion without a legitimate excuse provided.

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

It is the duty of a parent/caregiver of a child of not less than 6 or more than 17 years of age to enroll the child at a registered school and also to ensure the child attends the school at all times when the school is open for the child's instruction. Please find attached a copy of Yarraville SDS Attendance Policy.

Please contact the School on the number below and speak to, your child's learning centre leader, to make an appointment to discuss strategies to support their attendance.

Yours sincerely,

Classroom teacher

**Yarraville SDS
REASON FOR STUDENT ABSENCE**

Date.....

Dear Parent / Guardian,

It has been brought to my attention that your child has been absent from school on

Please provide a reason for the absence below

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Yours sincerely,

Classroom teacher